

# Occupational Outlook 1997-1998



Photo provided by the Vallejo Convention & Visitors Bureau

## Solano County

Prepared by: The Private Industry Council of Solano County

*This Occupational Outlook Report is a product of*



*The Solano County CCOIS Program is coordinated by the Private Industry Council of Solano County in partnership with the Labor Market Information Division of the California Employment Development Department.*

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*Thanks to the Solano County Board of Supervisors and to the hundreds of local employers who have given us their valuable time and information since we began the Solano County CCOIS Program in 1990.*

# Introduction

Welcome to the 1997-1998 Occupational Outlook Report for Solano County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Private Industry Council of Solano County and the Labor Market Information Division of the California Employment Development Department.

This report includes “occupational outlook profiles” of 19 occupations based on data collected from Solano County employers in 1997. Also included is information on local schools and training providers.

The occupational profiles are summaries of key information collected from confidential surveys with almost 300 local employers (typically 15 completed surveys per occupation). The information, which is designed to meet a variety of career and program planning needs, includes the following for each occupation:

- |  |   |
|--|---|
| ◆ Title(s) and Occupational Description        | Annual Turnover                         |
| ◆ Training, Experience, and Other Requirements | Projected Growth                        |
|  | Projected Separations                   |
| ◆ Wages and Fringe Benefits                    | Supply-Demand (outlook for job seekers) |
| ◆ Getting the Training                         | ◆ Very Important Qualifications         |
| ◆ Getting the Job                              | Skill Requirements                      |
| Major Employing Industries                     | Physical Abilities Required             |
| Primary Recruitment Methods                    | Other Qualifications                    |
| ◆ Employment Information                       | ◆ Nationwide Job Outlook                |
| Occupation Size                                | Key Employment Indicators and Trends    |

The occupational profiles are in alphabetical order using occupational titles and definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. Please see *Using the Occupational Outlook Profiles* on page 1 and *Research Methods* (in the appendix) for additional details on this occupational data.

The schools and training providers component of this report contains information on the schools and the programs that they offer which prepare students for entry into one or more specified occupations. Private schools included in the directory are all approved by the Council for Private Post-Secondary and Vocational Education (CPPVE).

The producers of this publication do not endorse or recommend any particular occupation or training program. It is a good idea to contact the schools and training providers directly to verify information before career and training decisions are made.

## Contact Information

Questions regarding the content or availability of this publication should be directed to the Private Industry Council of Solano County at 707-864-3370.

Technical questions regarding the survey methodology should be directed to the Occupational Research Group at 916-984-9615.

To obtain copies of CCOIS Occupational Outlook publications for other counties, call the Labor Market Information Division of the Employment Development Department at 916-262-2353, or use their web site at <http://www.calmis.cahwnet.gov/default.htm>

# Possible Uses for this Publication

The information in an Occupational Outlook publication can be used by a wide variety of organizations and individuals for many different purposes. Some of the possible uses are detailed below:

## Career Decisions

Career development staff and job seekers can make informed occupation and training choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes hiring requirements and preferences, potential earnings and benefits, employment information including job outlook, and sources of employment and training.

## Program Planning

This publication provides local planners and administrators with a variety of important employment and training data, including projections of occupational size and growth. This data can be used to evaluate, improve, or eliminate programs, or to plan new programs based on local and reliable data.

## Curriculum Design

Schools and training providers can assess and update their curriculum based on current employer needs and projected trends.

## Economic Development

Local government agencies and economic development organizations will find information on the labor pool, including occupation size, expected growth rates and wages, useful in determining the potential for business growth and development in the local labor market area.

## Program Marketing

Schools and training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using local and reliable occupational data.

## Human Resources

Business owners and managers can use this publication to help determine competitive wages and benefits, improve employee recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Occupational Outlook publications are now produced for all labor market areas in California. Call 916-262-2353 for more information. In addition, most publications are available in the “pdf” format on the Internet at: <http://www.calmis.cahwnet.gov/htmlfile/ccois/intro.htm>

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## Using the Occupational Outlook Profiles

### Before You Begin

The data in the profiles are based on confidential surveys with local employers as outlined in Research Methods (p. 55). The survey year can be found at the beginning of each profile and indicates the year that the data was collected. Information is typically listed in descending order of importance or frequency using key terms. For example, if survey data indicates 75 percent of employers provide medical insurance and 60 percent provide a paid vacation," the data would be presented as *Most employers provide medical insurance and a paid vacation.*

*Tip:*

◆ *Familiarize yourself with the key terms which are used throughout the profiles to describe survey responses (e.g. Most employers this... many employers that... some...). The key terms are listed below and at the bottom of most profiles.*

#### Key Terms

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

### Occupational Titles and Definitions

Unless otherwise noted, occupational titles and definitions at the top of each profile are based on the Occupational Employment Statistics (OES) Dictionary developed by the U.S. Department of Labor. Virtually all jobs in the labor market are grouped into about 700 OES classifications for the purposes of developing occupational employment projections based on industry economic forecasts. Comparably, the Dictionary of Occupational Titles (DOT) has more than 12,000 occupational classifications (see Occupational References in the Appendix). O\*NET (Occupational Information Network), the successor to the DOT, has about 1,100 classifications based largely on a refinement of the OES classification system. Like any occupational classification system, OES occupational titles and definitions are often out of date. Therefore, additional titles more commonly used by employers may also be included in the occupational profiles for clarity.

### Training, Experience and Other Requirements

The information in this section includes the education level of "most recent hires," prior experience requirements, promotional possibilities, work hours, and computer skill requirements. New and/or emerging skills data may also be reported when appropriate. Additional information on what employers are looking for can also be found in the "Very Important Qualifications" section.

*Tips:*

◆ *Employer experience requirements are often flexible, with many employers willing to substitute training for experience. Small employers, in particular, are often willing to waive requirements if they believe they have the "right" applicant.*

◆ *Full-time positions are often filled by promoting from among part-time or temporary employees.*

### Wages and Fringe Benefits

Wage ranges and median wages are provided at three levels of skill and experience:

- ◆ New hires without prior experience
- ◆ New hires with at least three years of prior experience
- ◆ Experienced employees after three years with the employer

In most cases, extreme high and low values have been excluded to allow for a more useful range estimate. Please note that the wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another and are not intended to represent official prevailing wages.

Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time employees. A statement pertaining to benefits for part-time employees is included if part-time employment is significant.

*Tips:*

- ◆ *Wage data collected in 1997 reflects wages prior to the September 1, 1997 increase in the minimum wage (to \$5.15/hour).*
- ◆ *Benefits are often not available for part-time or temporary employees.*
- ◆ *Employers often have waiting or probationary periods before medical insurance goes into effect.*
- ◆ *The employee's cost and coverage of medical insurance varies considerably from one employer to the next.*

## Getting the Training

Indicates whether certificate or degree training programs are available for the occupation.

## Getting the Job

Describes the major employing industries for the occupation and the methods most often used by employers to recruit applicants or fill job openings.

## Employment Information

**Occupation Size:** Four terms are used to describe the relative size of each occupation based on estimates of the number of workers (wage and salary employment). The following are based on estimates for 1997: Small = <152, Medium = 152-303, Large = 304-658, Very Large = 659 or more. (These size terms will vary slightly from year to year as the labor force grows.) A more specific estimate of the number of employees working in the occupation in Solano County is provided in the form of a numerical range. Also included is the approximate percentage of female employment in the occupation statewide as well as locally.

**Annual Turnover:** Includes an estimate of the annual turnover due to worker replacement needs and promotions. Although high turnover does not necessarily indicate a good outlook for job seekers, it does suggest a greater degree of hiring activity. Occupations with high turnover, however, are often those that don't provide long-term or satisfying employment.

**Projected Growth:** Includes the projected number of annual job openings due to a net increase in occupation size. Also included is a term representing the estimated growth rate for each occupation relative to the 1.34% annual average rate of growth for all occupations in Solano County (based on the most recent projections).

The terms are defined as follows:

- ◆ Much Faster than Average = 1.5 times the average or more
- ◆ Faster than Average = 1.10 to 1.49 times the average
- ◆ Average = .90 to 1.09 times the average
- ◆ Slower than Average = .01 to .89 times the average

## Using the Occupational Outlook Profiles--continued

**Projected Separations:** Includes the projected number of annual job openings due to labor force separations (workers retiring or leaving the occupation).

**Supply-Demand:** Indicates the degree of difficulty employers have in finding qualified applicants. Four terms are used to describe the employers' response, weighted by number of employees:

**No Difficulty, Little Difficulty, Some Difficulty, or Considerable Difficulty.**

These four categories, in turn, indicate whether qualified job seekers face a:

**Very Competitive Outlook, Somewhat Competitive Outlook, Good Outlook, or Very Good Outlook**

Please note that these are supply-demand terms and do not take into account potential wages or other employment opportunity indicators such as occupational size, growth, and separations.

### *Tips*

- ◆ *Projections of Size, Growth and Separations are "estimates" prepared by the Employment Development Department's Labor Market Information Division using occupational staffing and industry forecast data.*
- ◆ *A "Somewhat Competitive Outlook" for job seekers is not necessarily a bad thing, especially if the applicant possesses the desired skills and is well-prepared for the job search process. However, a "Very Competitive Outlook" may indicate a significant oversupply of qualified job seekers.*

## Very Important Qualifications

Unless otherwise noted, Very Important Qualifications information comes from the O\*NET 98 Database (early release), a product of the U.S. Department of Labor.

## Nationwide Job Outlook

An analysis of key employment indicators and current and projected trends that affect the job outlook from a nationwide perspective. This material is from the Occupational Outlook Handbook, published by the U.S. Department of Labor.

### *Tip*

- ◆ *Employment opportunities and trends that may exist at a statewide or national level may or may not exist at the local level because of local economic characteristics and conditions.*



# Occupational Outlook Profiles

## Accountants and Auditors

### Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data (OES 211140).

### Training, Experience, and Other Requirements

- ◆ Most recent hires have completed four years of college. Some recent hires have completed two years of college.
- ◆ Most employers require one to three years of prior related experience. Of those employers that require prior experience, many will sometimes accept training as a substitute.
- ◆ Promotions generally lead to senior management level positions.
- ◆ Almost all jobs are 40 hours per week.
- ◆ All surveyed employers report that computer spreadsheet skills are important. Most also report that word processing skills are important. Some report that database skills are important.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$8.50 to \$24.00/hr	Median: \$11.99/hr
<b>New Hires/Exp'd:</b>	\$9.50 to \$26.50/hr	Median: \$15.08/hr
<b>Exp'd/After 3 Years:</b>	\$12.00 to \$31.25/hr	Median: \$18.13/hr

All surveyed employers provide medical insurance and a paid vacation. Almost all provide dental insurance. Most also provide life insurance, paid sick leave, vision insurance, and a retirement plan.

### Getting the Training

Colleges and universities often offer degree programs in accounting and/or business.

### Getting the Job

Accountants and Auditors in Solano County are employed by a wide variety of private sector industries and government agencies. Almost all employers recruit applicants through newspaper advertisements. Some fill openings through in-house promotion or transfer. Some also fill openings by hiring referrals from employees and/or the Employment Development Department .

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Large. There are approximately 465 to 565 Accountants and Auditors currently employed in Solano County. About 56 percent in California are female. Local surveys indicate about 85 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** 10-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

## Very Important Qualifications

**Physical:** Ability to sit continuously for two or more hours.

**Tasks:** Analyze operations, trends, costs, revenues, financial commitments, and obligations incurred to project future revenues and expenses using computers. Develop, maintain, and analyze budgets, and prepare periodic reports comparing budgeted costs to actual costs. Analyze records of financial transactions to determine accuracy and completeness of entries using computers. Prepare balance sheets, profit and loss statements, amortization and depreciation schedules, and other financial reports, using calculators or computers. Report finances of establishment to management and advise management about resource utilization, tax strategies, and assumptions underlying budget forecasts. Develop, implement, modify, and document budgeting, cost, general, property, and tax accounting systems. Predict revenues and expenditures and submit reports to management. Compute taxes owed, ensure compliance with tax payment, reporting, and other tax requirements, and represent establishment before taxing authority. Survey establishment operations to ascertain accounting needs. Establish table of accounts and assign entries to proper accounts. Audit contracts and prepare reports to substantiate transactions prior to settlement.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of accountants and auditors is expected to grow about as fast as the average for all occupations through the year 2005. Although the profession is characterized by a relatively low rate of turnover, the need to replace accountants and auditors who retire or move into other occupations will produce thousands of additional job openings annually. As the economy grows, the number of business establishments increases, requiring more accountants and auditors to set up their books, prepare their taxes, and provide management advice. As these businesses grow, the volume and complexity of information developed by accountants and auditors on costs, expenditures, and taxes will increase as well.

# Automotive Mechanics

## Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists (OES 853020).

## Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school.
- ◆ Most employers require six months to two years of prior related experience. Some require various certifications such as ASE or smog specialist. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Journey-level status comes after several years of experience and training.
- ◆ Many develop specialties such as smog, electronics, computer diagnostics, transmissions, or brakes.
- ◆ Promotions may lead to specialty or supervisory positions, or may take the form of self-employment.
- ◆ Almost all jobs are 40 hours per week.
- ◆ Many employers report that knowledge of new technologies/advancements is important.

## Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$6.00 to \$15.00/hr	Median: \$7.25/hr
<b>New Hires/Exp'd:</b>	\$7.50 to \$22.00/hr	Median: \$15.00/hr
<b>Exp'd/After 3 Years:</b>	\$9.50 to \$27.00/hr	Median: \$19.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance. Many provide vision insurance, life insurance, paid sick leave, and a retirement plan.

## Getting the Training

Certificate and degree programs range in length from six months to two years, although some employers may provide on-the-job training.

## Getting the Job

Automotive Mechanics in Solano County are employed by auto dealerships, auto supply stores, gasoline service stations, and auto repair shops. Almost all employers fill openings by hiring referrals from employees. Most also recruit applicants through newspaper advertisements. Many fill openings through in-house promotion or transfer and/or by hiring unsolicited applicants. Some fill openings by hiring referrals from schools and training programs and/or the Employment Development Department.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Very Large. There are approximately 670 to 820 Automotive Mechanics currently employed in Solano County. Less than 5 percent in California are female. Local surveys also indicate that less than 5 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

**Projected Separations:** 20-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

## Very Important Qualifications

**Knowledge:** Knowledge of machines and tools, including their designs, uses, and benefits.

**Physical:** Ability to stand continuously for 2 or more hours.

**Tasks:** Fix, service, align, set-up, adjust and test machines, devices, moving parts and equipment that operate primarily on the basis of mechanical principles. Repair and overhaul defective automotive units, such as engines, transmissions, or differentials. Repair or replace parts, such as pistons, rods, gears, valves, and bearings. Overhaul or replace carburetors, blowers, generators, distributors, starts, and pumps. Repair manual and automatic transmissions. Repair, reline, replace, and adjust brakes. Rewire ignition system, lights, and instrument panel. Repair or replace shock absorbers.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Job opportunities in this occupation are expected to be good for persons who complete automotive training programs in high school, vocational and technical schools, or community colleges. Persons whose training includes basic electronics skills should have the best opportunities. Persons without formal mechanic training are likely to face competition for entry level jobs. Mechanic careers are attractive to many because they afford the opportunity for good pay and the satisfaction of highly skilled work with one's hands. Employment opportunities for automotive mechanics are expected to increase about as fast as the average for all occupations through the year 2006. Employment growth will continue to be concentrated in automobile dealerships, independent automotive repair shops, and specialty car care chains. Employment of automotive mechanics in gasoline service stations will continue to decline as fewer stations offer repair services.

## Bill and Account Collectors

### Description

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes (OES 535080).

### Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school. Many recent hires have completed some college.
- ◆ Almost all employers usually require one to two years of prior related experience. Of those employers that require prior experience, many will sometimes accept training as a substitute.
- ◆ Promotions generally take the form of higher earnings with increased responsibilities.
- ◆ Almost all jobs are 40 hours per week.
- ◆ Most employers report that computer spreadsheet and word processing skills are important. Many also report that database skills are important.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$7.00 to \$13.25/hr	Median: \$8.82/hr
<b>New Hires/Exp'd:</b>	\$9.00 to \$13.50/hr	Median: \$10.97/hr
<b>Exp'd/After 3 Years:</b>	\$11.00 to \$17.00/hr	Median: \$13.23/hr

Almost all employers provide medical insurance, a paid vacation, dental insurance, paid sick leave, a retirement plan, and life insurance. Some also provide vision insurance and paid holidays. A few provide 401K plans.

### Getting the Training

Employers generally provide on-the-job training for this occupation.

### Getting the Job

Bill and Account Collectors in Solano County are employed by a variety of industries including government, public utilities, communications/cable TV services, and credit institutions. All surveyed employers recruit applicants through newspaper advertisements. Most fill openings through in-house promotion or transfer. Many also hire unsolicited applicants and/or fill openings by hiring referrals from employees, private employment agencies, and/or the Employment Development Department. Some fill openings by hiring referrals from schools and training programs.

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Small. There are approximately 110 to 135 Bill and Account Collectors currently employed in Solano County. About 68 percent in California are female. Local surveys indicate about 85 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

## Very Important Qualifications

**Physical:** Ability to sit continuously for 2 or more hours.

**Tasks:** Mail form letters to customers to encourage payment of delinquent accounts. Persuade customer to pay amount due on credit account, damage claim, or non-payable check, or negotiate extension of credit. Notify credit department, order merchandise repossession or service disconnection, or turn over account to attorney if customer fails to respond. Receive payments and post amount paid to customer account using computer or paper records. Record information about financial status of customer and status of collection efforts. Confer with customer by telephone or in person to determine reason for overdue payment and review terms of sales, service, or credit contract.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Bill and account collector jobs are expected to grow much faster than average as the level of consumer debt rises. As the economy expands, firms will strive to increase the efficiency of their debt collection to keep losses at a minimum. Contrary to the pattern in most occupations, employment of bill and account collectors tends to rise during recessions. This is due primarily to the difficulty that many individuals have in meeting their financial obligations.

## Counter and Rental Clerks

### Description

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment (OES 490170).

### Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school. Some recent hires have completed some college.
- ◆ Most employers do not require prior experience.
- ◆ Promotions generally lead to supervisory positions.
- ◆ Many jobs are 35-45 hours per week. Some jobs are 10-30 hours per week.
- ◆ Some employers report that basic computer skills are becoming increasingly important.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$5.00 to \$9.00/hr	Median: \$5.33/hr
<b>New Hires/Exp'd:</b>	\$5.00 to \$10.00/hr	Median: \$5.75/hr
<b>Exp'd/After 3 Years:</b>	\$6.00 to \$12.00/hr	Median: \$7.00/hr

Many employers provide medical insurance, a paid vacation, and paid sick leave. Some also provide dental insurance, vision insurance, and a retirement plan. Employers generally do not provide benefits for part-time employees.

### Getting the Training

Employers generally provide on-the-job training for this occupation.

### Getting the Job

Counter and Rental Clerks in Solano County are employed by department stores, cleaners, video rental stores, auto rental agencies, and amusement/recreation facilities. Most employers fill openings by hiring referrals from employees and/or by hiring unsolicited applicants. Many also fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements. Some fill openings by hiring referrals from the Employment Development Department and/or schools and training programs.

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)



## Employment Information

**Occupation Size:** Large. There are approximately 355 to 435 Counter and Rental Clerks currently employed in Solano County. About 56 percent in California are female. Local surveys indicate about 65 percent are female.

**Annual Turnover:** Estimated to be moderate (20-29 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** 10-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

## Very Important Qualifications

**Physical:** Ability to stand continuously for two or more hours.

**Tasks:** Rent items or arrange for provision of service to customer. Prepare rental forms, compute charges based on rental rate obtain customer signature, and collect deposit. Receive, examine, and tag articles to be altered, cleaned, stored, or repaired. Explain rental fees and provide information about rented items, such as operation or description. Receive payment or record credit charges. Answer telephone and receive orders by phone. Recommend to customer items offered by rental facility that meet customer needs. Reserve items for requested time and keep record of items rented. Greet customers that rent items or provide services.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of counter and rental clerks is expected to increase faster than the average for all occupations through the year 2005 due to anticipated employment growth in the industries where they are concentrated-video tape rental, laundries and dry cleaners, automotive rentals, amusement and recreation services, and equipment rental and leasing. Despite this growth, however, most job openings will arise from the need to replace experienced workers who transfer to other occupations or leave the labor force. Part-time employment opportunities are expected to be plentiful.

## Dispatchers, Non-Emergency

### Description

Dispatchers schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire and Ambulance Dispatchers (OES 580050).

### Training, Experience, and Other Requirements

- ◆ Most recent hires have completed high school. Some recent hires have completed some college.
- ◆ Most employers usually require six months to two years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally take the form of higher earnings with increased responsibilities or, with additional training, may lead to managerial positions.
- ◆ Almost all jobs are 40 hours per week.
- ◆ Many employers report that computer word processing and database skills are important. Some also report that spreadsheet skills are important.
- ◆ Many employers report that knowledge of job specific software is becoming increasingly important.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$5.00 to \$17.00/hr	Median: \$8.63/hr
<b>New Hires/Exp'd:</b>	\$5.00 to \$21.50/hr	Median: \$12.15/hr
<b>Exp'd/After 3 Years:</b>	\$5.00 to \$24.00/hr	Median: \$15.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance and a retirement plan. Some provide vision insurance. A few provide paid sick leave.

### Getting the Training

Certificate programs range in length from one to six months, although employers may provide on-the-job training for this occupation.

### Getting the Job

Dispatchers in Solano County are employed by new and used car dealers, auto and home supply stores, public transportation, taxi services, detective and armored car services, materials transport services, and various home repair and maintenance services. Most employers fill openings through in-house promotion or transfer and/or by hiring referrals from employees. Many also recruit applicants through newspaper advertisements. Some hire unsolicited applicants and/or fill openings by hiring referrals from private employment agencies.

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Medium. There are approximately 145 to 175 Dispatchers currently employed in Solano County. About 49 percent in California are female. Local surveys indicate about 30 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

## Very Important Qualifications

### **Qualifications depend on the industry and type of position:**

- ◆ Truck dispatchers who work for local and long distance trucking companies coordinate the movement of trucks and freight between cities. They direct the pickup and delivery activities of drivers. They receive customers' requests for pickup and delivery of freight, consolidate freight into truckloads for specific destinations, assign drivers and trucks, and make up routes and pickup and delivery schedules.
- ◆ Bus dispatchers make sure that local and long distance buses stay on schedule. They handle all problems that may disrupt service and dispatch other buses or arrange for repairs to restore service and schedules.
- ◆ Train dispatchers are responsible for the timely movement of trains according to train orders and schedules. They must be aware of track switch positions and the location of other trains running on the track.
- ◆ Taxicab dispatchers dispatch taxis in response to requests for service and keep logs on all calls.
- ◆ Tow truck dispatchers take calls for emergency road service. They relay the problem to a nearby service station or a tow truck service and see to it that the emergency road service is completed.
- ◆ Gas and water service dispatchers monitor gas lines and water mains and send out service trucks and crews. Other dispatchers coordinate deliveries, service calls, and related activities for a variety of firms.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Overall employment of dispatchers is expected to increase about as fast as the average for all occupations through the year 2005 due to the growing need for the various services that dispatchers provide. Most job openings will result from the need to replace those who transfer to other occupations or leave the labor force.

## First Line Supervisors/Managers, Sales

### Description

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work (OES 410020).

### Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school. Many recent hires have completed some college.
- ◆ Most employers require six months to three years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally lead to higher level management positions.
- ◆ Almost all jobs are 40-60 hours per week.
- ◆ Many employers report that computer word processing skills are important. Some also report that spreadsheet skills are important.
- ◆ Many employers report that up-to-date computer skills are becoming increasingly important for job entry.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$7.00 to \$16.00/hr	Median: \$10.00/hr
<b>New Hires/Exp'd:</b>	\$8.25 to \$20.50/hr	Median: \$13.43/hr
<b>Exp'd/After 3 Years:</b>	\$8.50 to \$25.50/hr	Median: \$15.58/hr

All surveyed employers provide medical insurance and a paid vacation. Almost all provide dental insurance and life insurance. Most also provide a retirement plan and paid sick leave. Many provide vision insurance. Some provide paid holidays.

### Getting the Training

Certificate and degree programs in business last from one to four years, although many employers may provide on-the-job training for this occupation.

### Getting the Job

First Line Sales Supervisors and Managers in Solano County are employed by a wide range of retail and service oriented establishments. Almost all employers fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements. Most also fill openings by hiring referrals from employees. Many hire unsolicited applicants. Some fill openings by hiring referrals from private employment agencies, schools and training programs, and/or the Employment Development Department.

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Very Large. There are approximately 1,180 to 1,445 First Line Sales Supervisors and Managers currently employed in Solano County. About 33 percent in California are female. Local surveys indicate about 50 percent are female.

**Annual Turnover:** Estimated to be Low (10-19 percent).

**Projected Growth:** 20-30 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

**Projected Separations:** 20-30 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good competitive outlook for qualified job seekers.

## Very Important Qualifications

**Knowledge:** Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.

**Tasks:** Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or performing specific service. Plan and prepare work schedules and assign employees to specific duties. Hire, train, and evaluate personnel in sales or marketing establishment. Coordinate sales promotion activities and prepare merchandise displays and advertising copy. Confer with company officials to develop methods and procedures to increase sales, expand markets, and promote business. Keep records of employees' work schedules and time cards. Prepare sales and inventory reports for management and budget departments. Assist sales staff in completing complicated and difficult sales. Listen to and resolve customer complaints regarding service, product, or personnel.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of wage and salary retail sales worker supervisors and managers is expected to grow more slowly than the average for all occupations through the year 2006. Growth in this occupation will be restrained as retail companies place more emphasis on sales staff employment levels while the responsibilities of their supervisors and managers increases. Furthermore, some companies have begun requiring their sales staff to report directly to upper management personnel, bypassing the department-level manager. However, many job openings are expected to occur as experienced supervisors and managers move into higher levels of management, transfer to other occupations, or leave the labor force.

## Food Service (Restaurant) Managers

### Description

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors (OES 150261).

### Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school. Many recent hires have completed some college.
- ◆ Almost all employers usually require one to three years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally lead to higher level management positions.
- ◆ Almost all jobs are 40-55 hours per week.
- ◆ Some employers report that computer spreadsheet and word processing skills are important.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$5.15 to \$13.50/hr	Median: \$9.07/hr
<b>New Hires/Exp'd:</b>	\$5.75 to \$24.00/hr	Median: \$10.46/hr
<b>Exp'd/After 3 Years:</b>	\$6.50 to \$28.75/hr	Median: \$13.23/hr

All surveyed employers provide medical insurance and a paid vacation. Almost all provide dental insurance. Most also provide paid sick leave and a retirement plan. Many provide life insurance and vision insurance. A few provide child care.

### Getting the Training

Certificate and degree programs range in length from one month to two years, although some employers may provide on-the-job training for this occupation.

### Getting the Job

Food Service Managers in Solano County are employed by eating and drinking establishments. Almost all employers fill openings through in-house promotion or transfer and/or recruit applicants through newspaper advertisements. Most also hire unsolicited applicants and/or fill openings by hiring referrals from employees and/or the Employment Development Department. Many fill openings by hiring referrals from schools and training programs. Some fill openings by hiring referrals from private employment agencies .

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Medium. There are approximately 245 to 300 Food Service Managers currently employed in Solano County. About 40 percent in California are female. Local surveys also indicate about 40 percent are female.

**Annual Turnover:** Estimated to be high (30-39 percent).

**Projected Growth:** 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

## Very Important Qualifications

**Knowledge:** Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.

**Tasks:** Monitor compliance with health and fire regulations regarding food preparation and serving and building maintenance in lodging and dining facility. Plan menus and food utilization based on anticipated number of guests, nutritional value, palatability, popularity, and costs. Organize and direct worker training programs, resolve personnel problems, hire new staff, and evaluate employee performance in dining and lodging facilities. Coordinate assignments of cooking personnel to ensure economical use of food and timely preparation. Estimate food, liquor, wine, and other beverage consumption to anticipate amount to be purchased or requisitioned. Monitor food preparation and methods, size of portions, and garnishing and presentation of food to ensure food is prepared and presented in accepted manner. Monitor budget, payroll records, and review financial transactions to ensure expenditures are authorized and budgeted. Investigate and resolve complaints regarding food quality, service, or accommodations. Review menus and analyze recipes to determine labor and overhead costs, and assign prices to menu items. Establish and enforce nutrition standards for dining establishment based on accepted industry standards. Keep records required by government agencies regarding sanitation and regarding food subsidies where indicated.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Job opportunities are expected to be best for those with a bachelor or associate degree in restaurant and institutional food service management. Employment of restaurant and food service managers is expected to increase faster than the average for all occupations through the year 2006. In addition to employment growth, the need to replace managers who transfer to other occupations or stop working will create many job openings. Employment of wage and salary managers in eating and drinking places is expected to increase more rapidly than self-employed managers. New restaurants are increasingly affiliated with national chains rather than being independently owned and operated.

## General Office Clerks

### Description

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined (OES 553470).

### Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school. Many recent hires have completed some college.
- ◆ Most employers usually require six months to three years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally take the form of higher earnings with increased responsibilities.
- ◆ Almost all jobs are 35-40 hours per week. Some jobs are temporary or on-call.
- ◆ Most employers report that computer word processing skills are important. Many also report that spreadsheet skills are important. Some report that database skills are also important.
- ◆ Many employers report that up-to-date computer skills are becoming increasingly important for job entry.

### Wages and Fringe Benefits

#### NON-UNION

<b>New Hires/Inexp'd:</b>	\$5.00 to \$11.50/hr	Median: \$7.50/hr
<b>New Hires/Exp'd:</b>	\$6.00 to \$13.50/hr	Median: \$9.59/hr
<b>Exp'd/After 3 Years:</b>	\$7.25 to \$16.00/hr	Median: \$11.12/hr

#### UNION

<b>New Hires/Inexp'd:</b>	\$6.76 to \$13.00/hr	Median: \$10.72/hr
<b>New Hires/Exp'd:</b>	\$10.40 to \$14.38/hr	Median: \$11.13/hr
<b>Exp'd/After 3 Years:</b>	\$12.27 to \$16.78/hr	Median: \$12.64/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide a retirement plan and paid sick leave. Many provide life insurance, dental insurance, and vision insurance.

### Getting the Training

Certificate and degree programs range in length from three to twelve months, although some employers may provide on-the-job training.

### Getting the Job

General Office Clerks Solano County are employed in office settings by a wide range of public and private sector entities. Some employers are union. Most employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or through in-house promotion or transfer. Some fill openings by hiring referrals from the Employment Development Department, schools and training programs, private employment agencies, and/or by hiring unsolicited applicants.



## Employment Information

**Occupation Size:** Very Large. There are approximately 2,305 to 2,815 General Office Clerks currently employed in Solano County. About 81 percent in California are female. Local surveys indicate about 80 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be slower than the average for all occupations through the year 2001.

**Projected Separations:** 60-70 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

## Very Important Qualifications

**Knowledge:** Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology.

**Tasks:** Compile, copy, sort, and file records of office activities, business transactions, and other activities. Compute, record, and proofread data and other information, such as records or reports. Operate office machines, such as photocopier, telecopier, and personal computer. Complete and mail bills, contracts, policies, invoices, or checks. Stuff envelopes and address, stamp, sort, and distribute mail, packages, and other materials. Transcribe dictation and compose and type letters and other correspondence, using typewriter or computer. Order materials, supplies, and services, and complete records and reports. Answer telephone, respond to requests, deliver messages, and run errands. Review files, records, and other documents to obtain information to respond to requests.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of general office clerks is expected to grow more slowly than the average for all occupations through the year 2006. Nonetheless, good job opportunities should continue to exist. Due to the large size and the high turnover associated with these positions, the occupation will continue to produce a large number of job openings. Increasing use of computers and expanding office automation mean a wider variety of duties can be performed by fewer office workers. As more small businesses consolidate their clerical staffs and job responsibilities become more diverse, it is common to find a single general office clerk in charge of all clerical work. However, as duties expand, employers will seek workers with more advanced computer skills and a broader range of office experience.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

# Hand Packers and Packagers

## Description

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training (OES 989020).

## Training, Experience, and Other Requirements

- ◆ Most recent hires have completed high school. Many recent hires have less than a high school education.
- ◆ Most employers do not require prior experience. A few employers require prior related experience. Of those employers that require prior experience, many will sometimes accept training as a substitute.
- ◆ Promotions generally take the form of higher earnings with increased responsibilities or may lead to supervisory positions.
- ◆ Many jobs are 30-40 hours per week. Some jobs are seasonal.
- ◆ A few employers report that computer word processing and database skills are important.

## Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$5.00 to \$9.75/hr	Median: \$6.33/hr
<b>New Hires/Exp'd:</b>	\$5.25 to \$13.50/hr	Median: \$7.75/hr
<b>Exp'd/After 3 Years:</b>	\$6.00 to \$15.00/hr	Median: \$9.13/hr

Surveys indicated that union wages were typically at the top end of the range.

Most employers provide medical insurance and a paid vacation. Many also provide dental insurance. Some provide paid sick leave, vision insurance, and a retirement plan.

## Getting the Training

Employers generally provide on-the-job training for this occupation.

## Getting the Job

Hand Packers and Packagers in Solano County are employed by a wide range of industries including: business services, grocery stores, manufacturers/fabricators, warehousing/storage, and publishing companies. Few employers are union. Almost all employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or fill openings by hiring referrals from the Employment Development Department. Some hire unsolicited applicants and/or fill openings by hiring referrals from private employment agencies.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Large. There are approximately 455 to 555 Hand Packers and Packagers currently employed in Solano County. About 61 percent in California are female. Local surveys indicate about 35 percent are female.

**Annual Turnover:** Estimated to be moderate (20-29 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be faster than the average for all occupations through the year 2001.

**Projected Separations:** 10-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

## Very Important Qualifications

**Tasks:** Fasten and wrap products and materials, using hand tools. Seal containers or materials, using glues, fasteners, and hand tools. Assemble and line cartons, crates and containers using hand tools. Place or pour products or materials into containers using hand tools and equipment.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of handlers, equipment cleaners, helpers, and laborers is expected to grow about as fast as the average for all occupations through the year 2006. Job openings should be numerous because the occupation is very large and turnover is relatively high—characteristic of occupations requiring little formal training. Many openings will arise from the need to replace workers who retire, transfer to other occupations, or who leave the labor force for other reasons. Projected employment growth varies by detailed occupation. Among machine feeders and offbearers, for example, employment is expected to decline slightly, while employment of service station attendants is expected to experience little change. Employment of refuse collectors and other freight, stock, and material movers, on the other hand, should increase more slowly than the average, as should employment of construction trades helpers. Finally, driven largely by rapid growth in the industries in which they are most concentrated, faster than average growth is expected for vehicle washers and equipment cleaners, hand packers and packagers, and parking lot attendants.

# Industrial Truck and Tractor (Forklift) Operators

## Description

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators (OES 979470).

## Training, Experience, and Other Requirements

- ◆ Most recent hires have completed high school. Many recent hires have less than a high school education.
- ◆ Some employers require licensing or certification.
- ◆ Many employers usually require six months to two years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally take the form of higher earnings with increased responsibilities, or may lead to supervisory positions.
- ◆ Almost all jobs are 40-50 hours per week. A few jobs are seasonal.

## Wages and Fringe Benefits

### NON-UNION

<b>New Hires/Inexp'd:</b>	\$5.15 to \$14.75/hr	Median: \$7.78/hr
<b>New Hires/Exp'd:</b>	\$5.25 to \$16.00/hr	Median: \$9.50/hr
<b>Exp'd/After 3 Years:</b>	\$5.75 to \$18.00/hr	Median: \$11.00/hr

### UNION

<b>New Hires/Inexp'd:</b>	\$8.00 to \$14.66/hr	Median: \$11.84/hr
<b>New Hires/Exp'd:</b>	\$8.25 to \$14.66/hr	Median: \$12.21/hr
<b>Exp'd/After 3 Years:</b>	\$8.50 to \$14.66/hr	Median: \$14.40/hr

Almost all employers provide medical insurance, dental insurance, and a paid vacation. Many provide life insurance, vision insurance, and paid sick leave.

## Getting the Training

Certificate programs range in length from one to twelve months, although some employers may provide on-the-job training.

## Getting the Job

Forklift Operators in Solano County are employed by trucking and warehousing firms, wholesalers, and manufacturers. Some employers are union. Most employers fill openings through in-house promotion or transfer and/or by hiring referrals from employees. Many also fill openings by hiring referrals from the Employment Development Department, by hiring unsolicited applicants, and/or by recruiting applicants through newspaper advertisements. Some fill openings by hiring referrals from private employment agencies.

## Employment Information

**Occupation Size:** Large. There are approximately 490 to 600 Forklift Operators currently employed in Solano County. About 5 percent in California are female. Local surveys indicate about 10 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** 10-20 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

## Very Important Qualifications

**Tasks:** Move controls to drive gasoline or electric-powered trucks, cars, or tractors and transport materials between loading, processing, and storage areas. Move levers and controls to operate lifting devices, such as forklifts, lift beams and swivel-hooks, hoists, and elevating platforms to load, unload, transport, and stack material. Position lifting device under, over, or around loaded pallets, skids, and boxes, and secure material or products for transport to designated areas. Hook tow trucks to trailer hitches and fasten attachments, such as graders, plows, rollers, and winch cables to tractors using hitchpins.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Growth of industrial truck and tractor operators will be about as fast as the average for all occupations due to increased demand for operators who can maneuver multiple pieces of equipment. In addition, more operator jobs will result as large factories and warehouses consolidate material handling systems and require more operators. However, growth of industrial truck and tractor operators will be constrained by technological improvements. Some systems use computerized dispatching or onboard data communication devices to enable industrial truck and tractor operators to move goods more efficiently. In other handling systems, industrial trucks and tractors may be replaced by computer-controlled conveyor systems, overhead handling systems, or automated vehicles that do not require operators.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Local Area Network (LAN) Managers

### Description (Non-OES Survey)

Local Area Network (LAN) Managers determine how to integrate a department's specific needs into the overall system, maintaining the internal network of PCs, workstations, printers, scanners, and databases. They direct the firm's computer environment, including computer hardware systems, software, applications software, and all configurations. They may make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They also monitor data communications networks to ensure that networks are available to all system users and resolve data communications problems (Modified DOT 031.262-998).

### Training, Experience, and Other Requirements

- ◆ Most recent hires have completed some college. Some recent hires have completed two to four years of college.
- ◆ Most employers usually require one to three years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally lead to supervisory positions.
- ◆ Most jobs are 40-50 hours per week.
- ◆ Almost all employers report that computer word processing skills are important. Most also report that database and spreadsheet skills are important. Some report that desktop publishing skills are important.
- ◆ Many employers report that knowledge of network applications is important.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$9.25 to \$23.00/hr	Median: \$14.19/hr
<b>New Hires/Exp'd:</b>	\$11.50 to \$23.00/hr	Median: \$17.02/hr
<b>Exp'd/After 3 Years:</b>	\$15.25 to \$27.00/hr	Median: \$20.79/hr

All surveyed employers provide medical insurance, paid sick leave, and a paid vacation. Almost all provide dental insurance and a retirement plan. Most also provide life insurance and vision insurance.

### Getting the Training

Colleges and universities often offer degree programs in computer science and related courses of study.

### Getting the Job

Local Area Network (LAN) Managers in Solano County are employed by a variety of industries including the following: government, school districts, engineering and management services, and computer and data related services. Almost all employers recruit applicants through newspaper advertisements and/or fill openings through in-house promotion or transfer. Most also hire referrals from employees. Many fill openings by hiring referrals from the Employment Development Department. Some hire unsolicited applicants and/or fill openings by hiring referrals from private employment agencies and/or schools and training programs. Some also recruit applicants through the Internet.

## Employment Information

**Occupation Size:** Medium. There are approximately 125 to 250 Local Area Network (LAN) Managers currently employed in Solano County. About 29 percent in California are female. Local surveys indicate about 15 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** Insufficient data; however, many surveyed employers expect their employment in this occupation to grow over the next 3 years.

**Projected Separations:** Insufficient data.

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

## Very Important Qualifications

**Knowledge:** Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming.

**Tasks:** Analyze, plan, and test computer programs, using programming and system techniques. Consult with staff and users to identify operating procedure problems. Formulate and review plans outlining steps required to develop programs to meet staff and user requirements. Devise flow charts and diagrams to illustrate steps and to describe logical operational steps of program. Write documentation to describe and develop installation and operating procedures of programs. Coordinate installation of computer programs and operating systems and test, maintain, and monitor computer system. Read manuals, periodicals, and technical reports to learn how to develop programs to meet staff and user requirements. Set up computer test to find and correct program or system errors. Write and revise quality standards and test procedures, and modify existing procedures for program and system design for evaluation. Review and analyze computer printouts and performance indications to locate code problems. Modify program to correct errors by correcting computer codes. Enter instructions into computer to test program or system for conformance to standards. Assist staff and users to solve computer related problems, such as malfunctions and program problems.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of computing professionals is expected to increase much faster than average as technology becomes more sophisticated and organizations continue to adopt and integrate these technologies, making for plentiful job openings. The demand for "networking" to facilitate the sharing of information, the expansion of client/server environments, and the need for specialists to use their knowledge and skills in a problem solving capacity will be a major factor in the rising demand for systems analysts. Falling prices of computer hardware and software should continue to induce more businesses to expand computerized operations and integrate new technologies. In order to maintain a competitive edge and operate more cost effectively, firms will continue to demand computer professionals who are knowledgeable about the latest technologies and able to apply them to meet the needs of businesses.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

# Packaging and Filling Machine Operators

## Description

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment (OES 929740).

## Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school. Some recent hires have completed some college.
- ◆ Many employers usually require six to eighteen months of prior related experience. Many others do not require prior experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally take the form of higher earnings with increased responsibilities or to supervisory positions.
- ◆ Almost all jobs are 40 hours per week.
- ◆ A few employers report that computer word processing and database skills are important.

## Wages and Fringe Benefits

### NON-UNION

<b>New Hires/Inexp'd:</b>	\$5.00 to \$14.00/hr	Median: \$6.33/hr
<b>New Hires/Exp'd:</b>	\$5.50 to \$15.75/hr	Median: \$7.41/hr
<b>Exp'd/After 3 Years:</b>	\$6.50 to \$17.50/hr	Median: \$9.08/hr

### UNION

<b>New Hires/Inexp'd:</b>	\$7.00 to \$14.50/hr	Median: \$9.28/hr
<b>New Hires/Exp'd:</b>	\$8.30 to \$14.50/hr	Median: \$10.00/hr
<b>Exp'd/After 3 Years:</b>	\$10.05 to \$20.00/hr	Median: \$14.00/hr

Almost all employers provide medical insurance and dental insurance. All surveyed employers provide a paid vacation. Most also provide paid sick leave, a retirement plan, and life insurance. Many provide vision insurance.

## Getting the Training

Employers generally provide on-the-job training for this occupation.

## Getting the Job

Packaging and Filling Machine Operators in Solano County are employed by manufacturers of the following: hard goods, beverages, food products, and the processing of agricultural products. Many employers are union. Almost all employers hire referrals from employees. Most also fill openings through in-house promotion or transfer. Some fill openings by hiring referrals from the following: union halls, private employment agencies, and/or the Employment Development Department. Some also recruit applicants through newspaper advertisements and/or hire unsolicited applicants.



## Employment Information

**Occupation Size:** Large. There are approximately 280 to 340 Packaging and Filling Machine Operators currently employed in Solano County. About 59 percent in California are female. Local surveys indicate about 35 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** 10-20 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

## Very Important Qualifications

**Knowledge:** Knowledge of inputs, outputs, raw materials, waste, quality control, costs, and techniques for maximizing the manufacture and distribution of goods.

**Tasks:** Tend and/or operate machine that packages product. Operate mechanism to cut filler product or packaging material. Regulate machine flow, speed, or temperature. Start machines by engaging controls. Stop or reset machine when malfunction occurs and clear machine jams. Adjust machine tension and pressure and machine components according to size or processing angle of product. Observe machine operations to ensure quality and conformity of filled or packaged products to standards. Remove finished packaged items from machine and separate rejected items. Inspect and remove defective product and packaging material.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of packaging and filling machine operators and tenders is expected to increase about as fast as the average for all occupations through the year 2006.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Personnel Clerks

### Description

Personnel Clerks, Except Payroll and Timekeeping, compile and keep personnel records. They record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and on the date of and reason for termination. They also compile and type reports from employment records, file employment records, and search employee files and furnish information to authorized persons. Does not include workers whose primary responsibilities are to compute and post payroll or timekeeping records (OES 553140).

### Training, Experience, and Other Requirements

- ◆ Most recent hires have completed some college. Some recent hires have completed two years of college.
- ◆ Most employers usually require one to two years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally lead to supervisory positions.
- ◆ Almost all jobs are 35-40 hours per week.
- ◆ Most employers report that computer spreadsheet and word processing skills are important. Some also report that database skills are important.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$7.00 to \$11.50/hr	Median: \$9.59/hr
<b>New Hires/Exp'd:</b>	\$9.00 to \$17.50/hr	Median: \$11.99/hr
<b>Exp'd/After 3 Years:</b>	\$9.25 to \$21.00/hr	Median: \$14.38/hr

Almost all employers provide medical insurance, dental insurance, a paid vacation, paid sick leave, and life insurance. Most also provide a retirement plan. Many provide vision insurance. Some provide paid holidays. A few provide child care.

### Getting the Training

Certificate and degree programs range in length from six months to two years, although some employers may provide on-the-job training for this occupation..

### Getting the Job

Personnel Clerks in Solano County are employed by a wide variety of industries including: government, manufacturing and/or processing, hospitals, retail, and banking. Almost all employers recruit applicants through newspaper advertisements. Most also fill openings through in-house promotion or transfer and/or hire referrals from employees. Many hire unsolicited applicants and/or fill openings by hiring referrals from the Employment Development Department. A few recruit through the Internet and/or fill openings by hiring referrals from schools and training programs and/or private employment agencies.

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Small. There are approximately 115 to 140 Personnel Clerks currently employed in Solano County. About 84 percent in California are female. Local surveys indicate about 95 percent are female.

**Annual Turnover:** Estimated to be moderate (20-29 percent).

**Projected Growth:** A slow decline is projected for this occupation through the year 2001. Almost all surveyed, however, expect their employment of this occupation to remain stable over the next 3 years and a few expect their employment to grow.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding inexperienced but qualified applicants, and little difficulty finding qualified applicants with prior experience. This indicates a good outlook for job seekers without prior experience, and a somewhat competitive outlook for those who are fully experienced.

## Very Important Qualifications

**Knowledge:** Knowledge of policies and practices involved in personnel/human resource functions. This includes recruitment, selection, training, and promotion regulations and procedures; compensation and benefits packages; labor relations and negotiations strategies; and personnel and information systems.

**Physical:** Ability to sit continuously for 2 or more hours.

**Tasks:** Enter, transcribe, record, store, and maintain information in either written form or by electronic/magnetic recording. Examine employee files to answer inquiries and provide information for personnel actions. Record employee data, such as address, rate of pay, absences, and benefits, using personal computer. Compile and type reports from employment records. Maintain and update employee records to document personnel actions and changes in employee status.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Replacement needs will account for most job openings for personnel clerks through the year 2006. Jobs will open up as clerks advance within the personnel department, take a job unrelated to personnel administration, or leave the labor force. Little or no change is expected in employment of personnel clerks through the year 2006. Contributing to the lack of employment growth is the increased use of computers. The growing use of computers and electronic data interchange in personnel or human resource departments means that a lot of data entry work done by personnel clerks can be eliminated as employees themselves enter the data and send it to the personnel office. This is most feasible in large organizations with multiple personnel offices. In addition, as professionals in personnel offices increasingly use computers and other automated office equipment, there could be less work for personnel clerks.

## Purchasing Agents

### Description

Purchasing Agents, except Wholesale, Retail and Farm Products, purchase raw or semi-finished materials for manufacturing. They also purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Includes contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers (OES 213080).

### Training, Experience, and Other Requirements

- ◆ Most recent hires have completed some college.
- ◆ Almost all employers usually require one to three years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally take the form of higher earnings with increased responsibilities.
- ◆ All surveyed jobs are 40-50 hours per week.
- ◆ Many employers report that computer spreadsheet and word processing skills are important. Some also report that database skills are important.
- ◆ Many employers report that up-to-date computer skills are becoming increasingly important for job entry.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$6.00 to \$17.50/hr	Median: \$10.66/hr
<b>New Hires/Exp'd:</b>	\$8.00 to \$21.50/hr	Median: \$12.79/hr
<b>Exp'd/After 3 Years:</b>	\$10.00 to \$22.75/hr	Median: \$16.00/hr

Almost all employers provide medical insurance, a paid vacation, and dental insurance. Most also provide a retirement plan and paid sick leave. Many provide life insurance. Some provide vision insurance. A few provide paid holidays and 401K plans.

### Getting the Training

Colleges and universities often offer degree programs in business administration and related courses of study.

### Getting the Job

Purchasing Agents in Solano County are employed by a wide variety of public and private sector industries. Most employers fill openings through in-house promotion or transfer or by hiring referrals from employees, the Employment Development Department, and/or by recruiting applicants through newspaper advertisements. Many also hire unsolicited applicants. Some fill openings by hiring referrals from schools and training programs. A few fill openings by hiring referrals from private employment agencies.

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Medium. There are approximately 150 to 185 Purchasing Agents currently employed in Solano County. About 49 percent in California are female. Local surveys indicate about 30 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** A slow decline is projected for this occupation through the year 2001. Most employers surveyed, however, expect their employment of this occupation to remain stable over the next 3 years.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding inexperienced but qualified applicants, and some difficulty finding qualified applicants with prior experience. This indicates a somewhat competitive outlook for job seekers without prior experience, and a good outlook for those who are fully experienced.

## Very Important Qualifications

**Physical:** Ability to sit continuously for 2 or more hours.

**Tasks:** Negotiate or renegotiate, and administer contracts with suppliers, vendors, and other representatives. Locate and arrange for purchase of goods and services necessary for efficient operation of organization. Formulate policies and procedures for bid proposals and procurement of goods and services. Analyze price proposals, financial reports, and other data and information to determine reasonable prices. Prepare purchase orders or bid proposals and review requisitions for goods and services. Direct and coordinate workers' activities involving bid proposals and procurement of goods and services. Evaluate and monitor contract performance to determine need for changes and to ensure compliance with contractual obligations. Arbitrate claims and resolve complaints generated during performance of contract. Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories. Confer with personnel, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of purchasers and buyers is expected to increase more slowly than the average for all occupations through the year 2006. Demand for these workers will not keep pace with the rising level of economic activity because the increasing use of computers has allowed much of the paperwork typically involved in ordering and procuring supplies to be eliminated, reducing the demand for lower-level buyers who traditionally performed these duties. Also, limited sourcing and long-term contracting have allowed companies to negotiate with fewer suppliers less frequently. Consequently, most job openings will result from the need to replace workers who transfer to other occupations or leave the labor force.

# Receptionists and Information Clerks

## Description

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards (OES 553050).

## Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school.
- ◆ Almost all employers usually require six to twelve months of prior related experience. Of those employers that require prior experience, almost all will sometimes accept training as a substitute.
- ◆ Promotions may lead to supervisory positions or, with additional training, to higher level clerical positions.
- ◆ Many jobs are 35-40 hours per week. Many other jobs are temporary or on-call. A few jobs are 20-30 hours per week.
- ◆ Almost all employers report that computer word processing skills are important. Some also report that spreadsheet and database skills are important.
- ◆ Many employers report that up-to-date computer skills are becoming increasingly important for job entry.

## Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$5.50 to \$10.50/hr	Median: \$6.90/hr
<b>New Hires/Exp'd:</b>	\$6.00 to \$11.00/hr	Median: \$8.00/hr
<b>Exp'd/After 3 Years:</b>	\$6.50 to \$16.00/hr	Median: \$10.00/hr

Most employers provide medical insurance, a retirement plan, paid sick leave, a paid vacation, and dental insurance. Many also provide life insurance. Some provide vision insurance. A few provide benefits to part-time employees.

## Getting the Training

Certificate and degree programs range in length from six to twelve months, although some employers may provide on-the-job training.

## Getting the Job

Receptionists and Information Clerks in Solano County are employed by a wide variety of public and private sector industries. Few employers are union. All surveyed employers recruit applicants through newspaper advertisements. Many fill openings by hiring referrals from employees, the Employment Development Department, and/or through in-house promotion or transfer. Some also fill openings by hiring referrals from schools and training programs, private employment agencies, and/or by hiring unsolicited applicants.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Very large. There are approximately 835 to 1,025 Receptionists and Information Clerks currently employed in Solano County. About 77 percent in California are female. Local surveys indicate about 95 percent are female.

**Annual Turnover:** Estimated to be very high (40 percent or more).

**Projected Growth:** 35-45 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** 15-25 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

## Very Important Qualifications

**Physical:** Ability to sit continuously for 2 or more hours.

**Tasks:** Greet persons entering establishment, determine nature and purpose of visit, and direct visitor to specific destination or answer questions and provide information. Provide information to public regarding tours, classes, workshops, and other programs. Answer telephone to schedule future appointments, provide information, or forward call. Provide information to public concerning available land leases, land classification, or mineral resources. Register visitors of public facility, such as national park or military base, collects fees, explain regulations, and assign sites. Transmit information or documents to customer, using computer, mail, or facsimile. Analyze data to determine answer to customer or public inquiry. Record, compile, enter, and retrieve information manually or using computer. Collect and distribute messages for employees of organization.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Job opportunities for receptionists should be plentiful due to strong employment growth and high turnover. Employment of receptionists is expected to grow faster than the average for all occupations through the year 2005 because so many receptionists work for firms in growing services industries. Several hundred thousand openings are expected each year from the need to replace receptionists who transfer to other occupations, seeking better pay or career advancement, or who leave the labor force altogether. Opportunities should be best for persons with a wide range of clerical skills and experience. Many receptionists also perform secretarial duties and often employers look to hire receptionists with good computer skills, coupled with strong interpersonal and communications skills.

## Teachers, Elementary School

### Description

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils (OES 313050).

### Training, Experience, and Other Requirements

- ◆ A credential is required to teach in California's public schools; contact the California Commission on Teacher Credentialing for information.
- ◆ Almost all recent hires have completed four years of college.
- ◆ Many employers usually require up to one year of prior related experience and a teaching credential. Of those employers that require prior experience, almost all will sometimes accept training as a substitute.
- ◆ Almost all jobs are 35-40 hours per week. A few jobs are temporary or on-call.
- ◆ Promotions generally take the form of higher earnings or, with additional education, to administrative positions.
- ◆ Some employers report that up-to-date computer skills are becoming increasingly important for job entry.

### Wages and Fringe Benefits

#### NON-UNION

<b>New Hires/Inexp'd:</b>	\$7.00 to \$12.25/hr	Median: \$10.00/hr
<b>New Hires/Exp'd:</b>	\$8.75 to \$14.00/hr	Median: \$12.00/hr
<b>Exp'd/After 3 Years:</b>	\$11.00 to \$16.00/hr	Median: \$14.38/hr

#### UNION

<b>New Hires/Inexp'd:</b>	\$13.72 to \$15.62/hr	Median: \$15.39/hr
<b>New Hires/Exp'd:</b>	\$14.94 to \$21.09/hr	Median: \$18.09/hr
<b>Exp'd/After 3 Years:</b>	\$15.55 to \$30.03/hr	Median: \$24.72/hr

Almost all employers provide medical insurance and paid sick leave. Most also provide a retirement plan and dental insurance. Many provide life insurance and vision insurance. Some provide a paid vacation. Some employers provide benefits to part-time employees.

### Getting the Training

Colleges and universities often offer degree and credential programs for this occupation.

### Getting the Job

Elementary School Teachers in Solano County are employed by public school districts and private schools. While many employers are union, almost all jobs are union. Almost all employers fill openings by hiring referrals from public schools. Most also recruit applicants through newspaper advertisements, fill openings by hiring referrals from private schools, and/or by hiring referrals from employees. Many fill openings through in-house promotion or transfer and/or hire unsolicited applicants.



## Employment Information

**Occupation Size:** Very large. There are approximately 2,445 to 2,990 Elementary School Teachers currently employed in Solano County. About 77 percent in California are female. Local surveys indicate about 85 percent are female.

**Annual Turnover:** Estimated to be very low (less than 10 percent).

**Projected Growth:** 90-110 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** 50-60 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

## Very Important Qualifications

**Knowledge:** Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.

**Tasks:** Lecture, demonstrate, and use audiovisual aids and computers to present academic, social, and motor skill subject matter to class. Teach subjects, such as math, science, or social studies. Prepare course objectives and outline for course of study, following curriculum guidelines or requirements of state and school. Prepare, administer, and correct tests, and record results. Assign lessons, correct papers, and listen to oral presentations. Teach rules of conduct and maintain discipline. Provide suitable learning environment in classroom and on playground. Evaluate student performance and discuss pupil academic and behavioral attitudes and achievements with parents. Keep attendance, grade records, and prepare reports as required by school. Counsel pupils when adjustment and academic problems arise.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Overall employment of kindergarten, elementary, and secondary school teachers is expected to increase about as fast as the average for all occupations through the year 2006. The expected retirement of a large number of teachers currently in their 40's and 50's should open up many additional jobs. However, projected employment growth varies among individual teaching occupations. Currently, many school districts have difficulty hiring qualified teachers in some subjects—mathematics, science (especially chemistry and physics), bilingual education, and computer science. Specialties that currently have an abundance of qualified teachers include general elementary education, English, Art, Physical Education, and Social Studies. Teachers who are geographically mobile and who obtain licensure in more than one subject should have a distinct advantage in finding a job. With enrollments of minorities increasing, coupled with a shortage of minority teachers, efforts to recruit minority teachers should intensify. Also, the number of non-English speaking students has grown dramatically, especially in California and Florida which have large Spanish-speaking student populations, creating demand for bilingual teachers and those who speak English as a second language (ESL).

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Travel Agents

### Description

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours (OES 430210).

### Training, Experience, and Other Requirements

- ◆ All surveyed employers report that recent hires have completed high school. Many recent hires have completed some college.
- ◆ Almost all employers usually require six months to two years of prior related experience. Of those employers that require prior experience, almost all will sometimes accept training as a substitute.
- ◆ Promotions generally lead to management positions.
- ◆ Many jobs are 35-40 hours per week. Some jobs are 15-24 hours per week
- ◆ Most employers report that knowledge of airline reservation software is important. Some also report that computer word processing skills are important.
- ◆ Some employers report that basic computer skills (including the Internet) are becoming increasingly important for job entry.

### Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$5.00 to \$9.25/hr	Median: \$6.00/hr
<b>New Hires/Exp'd:</b>	\$5.25 to \$11.50/hr	Median: \$7.50/hr
<b>Exp'd/After 3 Years:</b>	\$8.00 to \$13.00/hr	Median: \$9.78/hr

Some employers provide medical insurance. Most also provide paid sick leave and a paid vacation. A few provide dental insurance. Few employers provide benefits to part-time employees.

### Getting the Training

Certificate programs range in length from three to twelve months.

### Getting the Job

Travel Agents in Solano County are employed by travel agencies. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements and/or hire unsolicited applicants. Some fill openings by hiring referrals from schools and training programs, private employment agencies, and/or through in-house promotion or transfer.

#### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Small. There are approximately 65 to 95 Travel Agents currently employed in Solano County. About 61 percent in California are female. Local surveys indicate about 85 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** Less than 10 projected job openings per year due to a net increase in occupation size. The growth rate is projected to be much faster than the average for all occupations through the year 2001.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

## Very Important Qualifications

**Physical:** Ability to sit continuously for two or more hours.

**Tasks:** Plan, describe, arrange, and sell itinerary tour packages and promotional travel incentives offered by various travel carriers. Converse with customer to determine destination, mode of transportation, travel dates, financial considerations, and accommodations required. Compute cost of travel and accommodations using calculator, computer, carrier tariff books, and hotel rate books, or quotes package tour's costs. Book transportation and hotel reservations using computer terminal or telephone. Provide customer with brochures and publications containing travel information, such as local customs, points of interest, or foreign country regulations. Print or request transportation carrier tickets using computer printer system or system link to travel carrier. Collect payment for transportation and accommodations from customer.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Employment of travel agents is expected to increase faster than the average for all occupations through the year 2005. Many job openings will arise as new agencies open and existing agencies expand, but most openings will occur as experienced agents transfer to other occupations or leave the labor force. Charter flights and larger, more efficient planes have brought air transportation within the budgets of more people. Some developments, however, may reduce opportunities for travel agents in the future. For example, the development of on-line computer systems allows people with access to such systems to make their own travel arrangements.

## Typists and Word Processors

### Description

Typists, Including Word Processing, type letters, reports, stencils, forms, addresses, or other straight copy material from rough draft, corrected copy, or voice recording, and may perform other clerical duties as assigned. Typists, Including Word Processing, may use typewriters or word processing equipment. Does not include Key punchers, Secretaries or Stenographers (OES 553070).

### Training, Experience, and Other Requirements

- ◆ Almost all recent hires have completed high school.
- ◆ Most employers require one to two years of prior related experience. Of those employers that require prior experience, almost all will sometimes accept training as a substitute.
- ◆ Promotions generally take the form of higher earnings with increased responsibilities.
- ◆ Many jobs are 35-40 hours per week. Some jobs are temporary or on-call, 20-25 hours per week.
- ◆ Almost all employers report that computer word processing skills are important. Many also report that spreadsheet skills are important. Some report that database skills are also important.
- ◆ Most employers report that up-to-date computer skills are becoming increasingly important for job entry.

### Wages and Fringe Benefits

#### NON-UNION

<b>New Hires/Inexp'd:</b>	\$6.00 to \$9.50/hr	Median: \$7.00/hr
<b>New Hires/Exp'd:</b>	\$7.00 to \$12.00/hr	Median: \$8.88/hr
<b>Exp'd/After 3 Years:</b>	\$8.00 to \$14.75/hr	Median: \$10.55/hr

#### UNION

<b>New Hires/Inexp'd:</b>	\$9.27 to \$10.10/hr	Median: \$9.68/hr
<b>New Hires/Exp'd:</b>	\$10.72 to \$16.04/hr	Median: \$11.13/hr
<b>Exp'd/After 3 Years:</b>	\$11.85 to \$19.50/hr	Median: \$12.27/hr

Almost all employers provide medical insurance, dental insurance, paid sick leave, a paid vacation, and a retirement plan. Most also provide life insurance and vision insurance. Some provide child care. Few employers provide benefits to part-time employees.

### Getting the Training

Certificate programs range in length from two to twelve months.

### Getting the Job

Typists and Word Processors in Solano County are employed in offices by a wide range of public and private sector industries. Some employers are union. Almost all employers recruit applicants through newspaper advertisements. Many also fill openings by hiring referrals from employees and/or the Employment Development Department. Some fill openings through in-house promotion or transfer, by hiring referrals from schools and training programs, and/or by hiring unsolicited applicants.

## Employment Information

**Occupation Size:** Large. There are approximately 485 to 595 Typists and Word Processors currently employed in Solano County. About 90 percent in California are female. Local surveys indicate that 100 percent are female.

**Annual Turnover:** Estimated to be moderate (20-29 percent).

**Projected Growth:** A slow decline is projected for this occupation through the year 2001. Most employers surveyed, however, expect their employment of this occupation to remain stable over the next 3 years. Many surveyed employers expect their employment of this occupation to grow over the next 3 years.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have little difficulty finding applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

## Very Important Qualifications

**Knowledge:** Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology.

**Tasks:** Type from rough draft, corrected copy, or previous version displayed on screen, using computer or typewriter. Type from recorded dictation. Address envelopes or prepare envelope labels, using typewriter or computer. Gather and arrange material to be typed, following instructions. Adjust settings for format, page layout, line spacing, and other style requirements. Check completed work for spelling, grammar, punctuation, and format. Store completed documents on computer hard drive or data storage medium, such as disk.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Although the volume of information and business transactions is expected to grow rapidly, employment of typists, word processors, and data entry keyers is projected to decline through the year 2006, largely due to productivity gains and organizational restructuring brought about by new technologies. In particular, the proliferation of personal computers has enabled other workers to perform work formerly done by typists, word processors, and data entry keyers. Most professionals and managers now use desktop personal computers or work stations to enter data and do their own word processing. Employment of typists, word processors, and data entry keyers will also be influenced by international and service sector outsourcing. Some large data entry and processing firms employ workers in nations with low wages to enter data. As international trade barriers continue to fall and telecommunications technology improves, this transfer will continue to have a negative effect on employment of data entry keyers in the United States. Employment is also being redistributed among industries within the United States. As organizations have demanded more flexibility from workers, they have reduced permanent in-house staff in favor of using temporary help and staffing services firms.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

# Welders

## Description

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints (OES 939140).

## Training, Experience, and Other Requirements

- ◆ Most recent hires have completed high school. Many employers require certification.
- ◆ Most employers require one to four years of prior related experience. Of those employers that require prior experience, most will sometimes accept training as a substitute.
- ◆ Promotions generally lead to foreman, supervisor, or to specialty positions.
- ◆ Almost all jobs are 40-50 hours per week.
- ◆ A knowledge of current welding technologies and techniques is important.

## Wages and Fringe Benefits

<b>New Hires/Inexp'd:</b>	\$6.00 to \$14.50/hr	Median: \$8.00/hr
<b>New Hires/Exp'd:</b>	\$9.00 to \$21.00/hr	Median: \$13.09/hr
<b>Exp'd/After 3 Years:</b>	\$11.00 to \$23.50/hr	Median: \$16.50/hr

Almost all employers provide medical insurance and a paid vacation. Most also provide dental insurance and a retirement plan. Many provide vision insurance. Some provide life insurance. A few provide paid sick leave and 401K plans.

## Getting the Training

Certificate and degree programs range in length from twelve months to two years, and do not necessarily eliminate the need for apprenticeship training.

## Getting the Job

Welders in Solano County are employed by government, utilities, construction, and by manufacturers/fabricators. A few employers are union. Most employers fill openings by hiring referrals from employees. Many also recruit applicants through newspaper advertisements, hire unsolicited applicants, fill openings through in-house promotion or transfer, and/or hire referrals from the Employment Development Department. Some fill openings by hiring referrals from schools and training programs. A few fill openings by hiring union hall referrals.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## Employment Information

**Occupation Size:** Medium. There are approximately 210 to 255 Welders currently employed in Solano County. Less than 5 percent in California are female. Local surveys indicate about 5 percent are female.

**Annual Turnover:** Estimated to be low (10-19 percent).

**Projected Growth:** A slow decline is projected for this occupation through the year 2001. Most employers surveyed, however, expect their employment of this occupation to grow over the next 3 years.

**Projected Separations:** Less than 10 projected job openings per year due to separations (workers retiring or leaving the occupation).

**Supply/Demand:** Employers generally have some difficulty finding applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

## Very Important Qualifications

**Tasks:** Weld metal parts or components together using brazing, gas, or arc welding equipment. Guide electrodes or torch along weld line at specified speed and angle to weld, melt, cut, or trim metal. Review layouts, blueprints, diagrams, or work orders in preparation for welding or cutting metal components. Select and insert electrode or gas nozzle into holder and connects hoses and cables to obtain gas or specified amperage, voltage, or polarity. Select and install torch, torch tip, filler rod, and flux, according to welding chart specifications or type and thickness of metal. Connect and turn regulator valves to activate and adjust gas flow and pressure to obtain desired flame. Ignite torch or start power supply and strikes arc. Repair broken or cracked parts, fill holes and increase size of metal parts using welding equipment. Preheat workpiece using hand torch or heating furnace. Weld in flat, horizontal, vertical, or overhead position. Position workpieces and clamps together or assemble in jigs or fixtures.

Source: O\*NET 98 Database (early release)

## Nationwide Job Outlook

Opportunities for those who wish to become welders, cutters, and welding machine operators differ by occupational specialty. Employment of welders and cutters is expected to increase slowly, while that of welding machine operators should remain unchanged through the year 2006. Most job openings will result from the need to replace experienced workers who transfer to other occupations or leave the labor force. Certified welders, especially those certified in more than one process, will have much better employment opportunities than non-certified welders. As research in welding technology expands, an increase in the use of automated and robotic welding techniques in manufacturing will result in the employment of welding machine operators staying about level, despite an expected increase in production. Manual welders, however, especially those with a wide variety of skills, will increasingly be needed for sophisticated fabrication tasks and repair work that do not lend themselves to automation. Also, the aging of the Nation's infrastructure is adding to the number of metal products needing repairs and will provide additional opportunities. Welders can expect to find more jobs in the business services industry as companies increasingly contract out repair and maintenance functions.





# Schools and Training Providers

## Bjorn's Hairstyling Academy

96 Springtowne Center, Vallejo, CA 94591

Phone: 707-552-0333 Fax: 707-552-9775

Certificate Programs Offered:

### **Cosmetology**

Objective: *Cosmetologist*

### **Manicuring**

Objective: *Manicurist*

## Cal, Inc.

2040 Peabody Road

Vacaville, CA 95687

Phone: 707-446-7996 Fax: 707-446-4906

Certificate Programs Offered:

### **Asbestos Worker**

Objective: *Asbestos Abatement Worker*

### **Lead-Related Construction Worker**

Objective: *Lead Abatement Worker*

## California Maritime Academy

200 Maritime Academy Drive/P.O. Box 1392,  
Vallejo, CA 94590

Phone: 707-648-4222 Fax: 707-649-4773

Degree Programs Offered:

**Business Administration and Management**

**Marine Engineering Technology**

**Mechanical Engineering**

**Marine Transportation**

**Facilities Engineering Technology**

## Century 21 Of The West

(2 locations)

1. 1115 Stratford Avenue, Suite F

Dixon, CA 95620

Phone: 510-932-2021

2. 1313 Travis Boulevard, Suite A

Fairfield, CA 94533

Phone: 510-932-2021

Certificate Program Offered:

### **Real Estate**

Objective: *Real Estate Agent*

## Chapman University

450 Chadbourne Road

Fairfield, CA 94533

Phone: 707-864-3356 Fax: 707-864-6317

Degree Program Offered:

### **Psychology**

## Embry-Riddle

## Aeronautical University

530 Hickman Avenue/P.O. Box 1535,

Travis AFB, CA 94535

Phone: 707-437-5464 Fax: 707-437-5117

Degree Programs Offered:

**Aeronautical Science**

**Aviation Business Administration**

**Management of Technical Operations**

**Professional Aeronautics**

## Fairfield-Suisun Adult School

1100 Civic Center Drive, Fairfield, CA 94533  
Phone: 707-421-4155 Fax: 707-421-4158

Certificate Programs Offered:

### **Bank Teller**

Objective: *Teller*

### **Clerical Training**

Objective: *Office Assistant, Receptionist*

### **Forklift Operation**

Objective: *Forklift Operator*

### **Nursing Assistant**

Objective: *Certified Nurse Assistant*

### **Home Health Aide**

Objective: *Home Health Aide*

### **Day Care Management**

Objective: *Day Care Provider*

## Falcon Truck School

2402 Sacramento Street, Vallejo, CA 94590  
Phone: 707-643-1700

Certificate Program Offered:

### **Tractor Trailer Operator**

Objective: *Entry-Level Truck Driver*

## H & R Block Tax School

(4 locations)

1. 310 Military West, Benicia, CA 94510  
Phone: 707-745-1655 Fax: 707-745-1684
2. 3061 Travis Blvd., Fairfield, CA 94533  
Phone: 707-745-1655 Fax: 707-745-1684
3. 590 Merchant Street, Vacaville, CA 95688  
Phone: 707-745-1655 Fax: 707-745-1684
4. 1207 Tennessee Street, Vallejo, CA 94590  
Phone: 707-745-1655 Fax: 707-745-1684

Certificate Program Offered:

### **Basic Income Tax Preparation**

## Ja'onna's Medical and Laboratory Skills Training

485 Redwood Street, Vallejo, CA  
(mailing address: 3760 Morrow Lane, Suite A, Chico, CA 95928)  
Phone: 707-649-1272

Certificate Programs Offered:

### **Laboratory Assistant**

Objective: *Laboratory Assistant*

### **Para-Medical Examiner**

Objective: *Para-Medical Examiner*

### **Phlebotomist**

Objective: *Phlebotomist*

### **Phlebotomist/Laboratory Assistant**

Objective: *Phlebotomist, Laboratory Assistant*

### **Phlebotomist, Laboratory Assistant, Para-Medical Examiner**

Objective: *Phlebotomist, Laboratory Assistant, Para-Medical Examiner*

## Jackson Hewitt Tax School

1501 Tennessee Street, Vallejo, CA 94590  
Phone: 619-940-6364 Fax: 707-647-0153

Certificate Program Offered:

### **Basic Income Tax Preparation**

Objective: *Income Tax Preparer*

## Jean Pierre

## International Models

729 Jefferson Street, Fairfield, CA 94533  
Phone: 707-429-0802

Certificate Program Offered:

### **Fashion Modeling**

Objective: *Model*

## Kenneth's College of Hairstyling

1787 North Texas Street, Fairfield, CA 94533  
Phone: 707-427-1712

Certificate Programs Offered:

### **Cosmetology**

Objective: *Cosmetologist*

### **Manicuring**

Objective: *Manicurist*

## Napa/Solano Office Skills Center

364 Pittman Road, Suite 7, Suisun City, CA 94585  
Phone: 707-864-6062 Fax: 707-864-6064

Certificate Programs Offered:

### **Automated Office Specialist**

Objective: *Administrative Assistant, Secretary*

### **Microcomputer Operator**

Objective: *General Office Clerk*

### **Medical Transcription**

Objective: *Medical Transcriptionist*

### **Medical Billing**

Objective: *Medical Biller*

### **Bookkeeping**

Objective: *Accounting Clerk, Bookkeeper*

## National Neon Institute

1070-A Tyler Street, Benicia, CA 94510  
Phone: 707-747-6167 Fax: 707-746-8960

Certificate Program Offered:

### **Neon Signmaking**

Objective: *Neon Tube Bender, Pumper, Bombarder*

## Samaritan Training Center

490 Merchant Street, Suite 201  
Vacaville, CA 95688  
Phone: 707-451-8751 Fax: 707-451-9693

Certificate Programs Offered:

### **Emergency Medical Technician**

Objective: *Emergency Medical Technician*

### **Paramedic**

Objective: *Paramedic*

## Solano Community College

4000 Suisun Valley Road, Suisun City, CA 94585  
Phone: 707-864-7000 Fax: 707-864-7173

Degree Programs Offered:

Accounting

Aeronautics

Art

Automotive Mechanics

Automotive Body and Repair

Banking and Finance

Biology

Business

Chemistry

Commercial Art

Communications Studies

Computer and Information Science

Cosmetology

Criminal Justice

Drafting

Early Childhood Education

Electronic/Computer Service Technology

English

Ethnic Studies

Fashion Merchandising

Fine Arts

Fire Technology

Foreign Languages, General

History

Home Economics

Industrial Management, Safety

Journalism

## Solano Community College--continued

Maintenance Technology  
 Management  
 Marketing  
 Mathematics  
 Music  
 Nursing, Registered  
 Ornamental Horticulture  
 Physical Education  
 Physics  
 Political Science  
 Professional Photography  
 Psychology  
 Real Estate  
 Science, General  
 Social Science  
 Sports Medicine/Fitness Science  
 Telecommunications  
 Television Servicing Technology  
 Theater Arts  
 Water and Wastewater Technology  
 Welding Technology  
 Welding, Industrial Technology

## Certificate Programs Offered:

**Accounting**

Objective: *Accounting Clerk*

**Aeronautics (various emphases)**

Objective: *Airframe & Powerplant Maint. Technician*

**Automotive Body and Repair**

Objective: *Auto Body Repairer*

**Automotive Mechanics**

Objective: *Automotive Technician*

**Banking and Finance**

Objective: *Banking Occupations*

**Business-Office Technology**

Objective: *Administrative Assistant, Legal/Medical Office Specialist*

**Computer and Information Science**

Objective: *Network Administrator, Programmer*

**Cosmetology**

Objective: *Cosmetologist*

**Criminal Justice, Corrections**

Objective: *Correctional Officer*

**Criminal Justice, Law Enforcement**

Objective: *Deputy Sheriff, Police Officer*

**Drafting**

Objective: *Drafter*

**Early Childhood Education**

Objective: *Day Care Provider, Pre-School Teacher*

**Electronic/Computer Service Technology**

Objective: *Computer Service Technician*

**Fashion Merchandising**

Objective: *Merchandiser, Retail Salesperson*

**Fire Technology**

Objective: *Firefighter*

**Hazardous Substance and Waste Handling**

Objective: *Hazardous Materials Technician*

**Home Economics (various emphases)**

Objective: *Interior Designer, Fashion Designer*

**Industrial Management, Safety**

Objective: *Industrial Safety Technician*

**Maintenance Technology**

Objective: *Maintenance Technician*

**Management**

Objective: *Small Business Owner*

**Marketing**

Objective: *Sales Manager*

**Music**

Objective: *Musician*

**Nursing, Registered**

Objective: *Registered Nurse*

**Ornamental Horticulture**

Objective: *Nursery Worker, Gardener*

**Professional Photography**

Objective: *Photographer*

**Real Estate**

Objective: *Real Estate Agent*

**Television Servicing Technology**

Objective: *Electronic Entertainment Service Technician*

**Water and Wastewater Technology**

Objective: *Treatment Plant Operator*

**Welding Technology**

Objective: *Welder*

## Solano County Regional Occupational Program (ROP)

2460 Clay Bank Road, Fairfield, CA 94533  
Phone: 707-421-6525 Fax: 707-429-1360

Certificate Programs Offered:

### **Accounting, Computerized**

Objective: *Accounting Clerk, Bookkeeping Assistant*

### **Agricultural Practices**

Objective: *Ag. Related Occupations*

### **Air Conditioning and Refrigeration**

Objective: *HVAC Service Technician/Installer*

### **Auto Mechanics**

Objective: *Entry-Level Auto Mechanic/Technician*

### **Body and Fender Repair**

Objective: *Auto Body Repairer, Auto Painter*

### **Building and Grounds Maintenance**

Objective: *Building Maintenance Repairer, Janitor*

### **Business Management**

Objective: *Retail Salesperson*

### **Business Computer Applications**

Objective: *Receptionist, Secretary*

### **Careers with Children**

Objective: *Child Care Worker*

### **Computer Aided Drafting**

Objective: *CAD Operator, Drafter*

### **Computer Applications**

Objective: *Receptionist, Secretary*

### **Computer Information Systems**

Objective: *Administrative Support Occupations*

### **Computer Repair**

Objective: *Computer Service/Repair Technician*

### **Construction, Residential**

Objective: *Entry-Level Carpenter, Laborer*

### **Cosmetology**

Objective: *Cosmetologist, Facialist, Manicurist*

### **Dental Assisting**

Objective: *Dental Assistant*

### **Desktop Publishing**

Objective: *Graphic Art Technician*

### **Electronics, Industrial**

Objective: *Electronics Engineering Technician*

### **Forklift Operation**

Objective: *Forklift Operator, Warehouse Worker*

### **Hospitality and Food Management**

Objective: *Caterer, Host/Hostess, Prep Cook*

### **Marketing**

Objective: *Retail Salesperson*

### **Mechanics, Industrial**

Objective: *Entry-Level Machinist*

### **Medical Assisting**

Objective: *Medical Assistant*

### **Medical Clerical**

Objective: *Admitting Clerk, Medical Transcriptionist*

### **Medical Laboratory Technology**

Objective: *Medical/Clinical Laboratory Assistant*

### **Network Design and Installation**

Objective: *LAN/WAN Technician*

### **Office Management Technology**

Objective: *Administrative Support Occupations*

### **Pharmacy Technology**

Objective: *Pharmacy Technician*

### **Small Engine Repair**

Objective: *Motorcycle Mechanic*

### **Welding**

Objective: *Welder*

### **Woodworking/Cabinetry**

Objective: *Cabinetmaker*

### **Word Processing**

Objective: *Typist, Word Processor*

## Solano School of Nursing Assistants

1330 Springs Road, Vallejo, CA 94591  
Phone: 707-557-7173

Certificate Program Offered:

### **Nurse Assistant**

Objective: *Certified Nursing Assistant*

## Southern Illinois University at Carbondale

Education Office, Travis AFB, CA 94535  
Phone: 707-437-2982/9486

Degree Programs Offered:

**Industrial Technology**  
**Workforce Education and Development**

## Travis AFB Aero Club

Bldg 771/772, Travis AFB, CA 94535  
Phone: 707-437-3470

Certificate Programs Offered:

**Commercial Pilot**  
Objective: *Airline Pilot*

**Private Pilot**  
Objective: *Pilot*

**Private Pilot-Instrument Rating**  
Objective: *Pilot*

## Vacaville Adult Education

751 School Street, Dixon/100 West Monte Vista  
Avenue, Vacaville, CA 95688  
Phone: 707-453-6018 Fax: 707-453-6959

Certificate Programs Offered:

**Automotive Mechanics**  
Objective: *Entry-Level Auto Mechanic*

**Computer Applications**  
Objective: *Receptionist, Entry-Level Secretary*

**Photography**  
Objective: *Photographer's Helper*

**Woodshop**  
Objective: *Cabinetmaker's Helper*

## Vallejo Adult School

1140 Capitol Street, Vallejo, CA 94590  
Phone: 707-556-8680 Fax: 707-556-8686

Certificate Programs Offered:

**Applications Programmer**  
Objective: *Software Specialist, Programmer*

**Business**  
Objective: *Accounting Clerk, Bookkeeping Clerk,  
A/R & A/P, General Office Clerk, Typist/Word  
Processor*

**Computer Applications**  
Objective: *Secretary, Receptionist, Word Processor*

**Construction**  
Objective: *Apprentice Carpenter*

**Hazardous Waste Management**  
Objective: *Hazardous Materials Technician*

**Home Health Aide**  
Objective: *Home Health Aide*

**Nurse Assistant**  
Objective: *Certified Nursing Assistant*

**Medical Laboratory Assistant**  
Objective: *Central Services Technician, Medical  
Laboratory Assistant*

**Surgical Technician**  
Objective: *Central Services Technician, Surgical  
Technician*





## Appendix

# Research Methods

## Introduction

The California Cooperative Occupational Information System (CCOIS) is a partnership program between the Employment Development Department's Labor Market Information Division (LMID) and local employment and training agencies (Local Partners). LMID determines the research methods and standards, provides technical support, and allocates most of the funding required to operate a CCOIS project. The Local Partners (LPs) select the occupations to be studied, conduct the research, analyze the data, and prepare and distribute annual reports. The LP in Solano County is the Private Industry Council of Solano County. The following is an outline of the CCOIS occupational study method/process. For more specific information, please call the Occupational Research Group at 916-984-9615.

## CCOIS Program Cycle

- ◆ Twenty to twenty-five occupations are selected for study.
- ◆ Stratified survey samples are developed and refined.
- ◆ Survey questionnaires are prepared for each occupation.
- ◆ Extensive surveys are conducted with local employers.
- ◆ Data is reviewed, coded and keyed into a CCOIS database.
- ◆ Data is analyzed and summarized.
- ◆ Occupational Outlook publications are produced and distributed.

## Occupation Selection and Definition

There is a variety of criteria used in the selection of the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users in the community within the limitations of a standardized research program. As a result, CCOIS occupational studies tend to focus on larger and more common occupations, rather than on smaller occupations.

The following criteria is used by the LP to help prioritize possible survey occupations:

- ◆ The occupation should be adequately defined by the OES classification system.
- ◆ The occupation should have a substantial employment base.
- ◆ There should be a substantial number of projected job openings.
- ◆ The potential salary level should be adequate so as to avoid the need for public assistance.
- ◆ The occupation should require at least some postsecondary education or training.
- ◆ The occupation should be of interest to local program planners or training providers.
- ◆ The occupations should vary enough so that certain employers won't be overburdened with survey requests.

Unless otherwise noted, the survey occupations are defined using definitions from the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. Although there are many exceptions, OES definitions are usually the best choices for occupational outlook surveys because they are sufficiently broad without being too vague in their descriptions. Using OES classifications has another important benefit in being the same classification system used by LMID to produce occupational employment projections (estimates of occupational size, growth, and separations) which adds an important information element to the CCOIS surveys of local employers.

## Non-OES Surveys

Some occupations to be studied lack an adequate OES classification. In such cases, the LP may develop a new or non-standard occupational definition and conduct what is called a “non-OES survey.” Non-OES surveys are generally conducted using the standard CCOIS survey methods. LPs are typically limited to doing three or four non-OES surveys per year. These may include special studies of industries, career clusters, self-employment, or new and emerging occupations.

## Survey Sample Design

After the occupations are selected, a survey sample of local employers is developed for each occupation. Since LPs don't survey the “universe” for most occupations, a considerable amount of time is invested to ensure that the survey samples are representative. For each occupation studied, a sample of about 40 employers is designed to include all major employing industries for each survey occupation. In addition, the size of each employer is considered to ensure that the sample represents the employers most likely to provide future employment. For some occupations, the largest employers will be surveyed more often than the smaller employers. But, for other occupations, smaller employers may be more appropriate. Initially, the survey samples are designed by LMID staff, using detailed databases on employers and occupational staffing within industries. The draft sample of employers for each of the survey occupations is then carefully reviewed and edited by the LP. Employers are added and deleted, as appropriate, to obtain a sample of about 40 employers per occupation (or as many as can be found, if the local universe of employers is less than 40).

## Questionnaire Development

A two-page employer survey questionnaire with twenty standardized questions is prepared for each survey occupation (see sample questionnaire). In addition, many LPs develop a third page to ask additional questions which usually includes a set of skills and qualifications questions.

## Employer Survey Procedures

Employer representatives are identified and contacted by the LP by telephone and are asked to participate, either by phone, fax, or mail survey. To encourage participation from a high percentage of employers, they are assured that any information they provide will be kept strictly confidential and that only summarized information will be published. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. All completed and/or returned questionnaires are reviewed and checked for consistency and completeness. Unclear or inconsistent responses are clarified through follow-up phone calls to the survey respondent. In a standard size employer sample of 40 potential respondents, the LP's response goal is to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required. The LP must also meet or exceed industry and employment response goals to ensure that the data is adequately representative.

## Data Entry, Tabulation, and Summary

Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared to be used in the analysis process. From those tabulations, the data is analyzed by the LP and draft occupational outlook profiles are prepared. The draft profiles and other report materials are then reviewed by LMID analysts. Following the review and editing process, an Occupational Outlook Report is printed and distributed to key organizations in the local area (e.g. schools, career centers, libraries, employment and training agencies, participating employers, schools, training providers, etc.).



**Please return completed questionnaire to:**

Private Industry Council of Solano County

320 Campus Lane

Suisun CA 94585

Phone: (707) 864-3370

Fax: (707) 864-3386

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **Solano County**. Please call the number above if you have questions.

**LOCAL AREA NETWORK (LAN) MANAGERS**

Local Area Network (LAN) Managers determine how to integrate a department's specific needs into the overall system, maintaining the internal network of PCs, workstations, printers, scanners, and databases. They direct the firm's computer environment, including computer hardware systems, software, applications software, and all configurations. They may make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They also monitor data communications networks to ensure that networks are available to all system users and resolve data communications problems.

1. What job title(s) do **you** use for these duties \_\_\_\_\_ 005

2. How many employees do you **currently** have in this occupation? \_\_\_\_\_ 010

How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

**NUMBER OF EMPLOYEES**

**AVERAGE WEEKLY HOURS**

Regular, Full Time:

--	--	--	--

590

--	--

591

Regular, Part Time:

--	--	--	--

650

--	--

651

Temporary Or On-Call:

--	--	--	--

630

--	--

631

Seasonal:

--	--	--	--

610

--	--

611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?

--	--	--	--

031

vacancies resulting from people in permanent positions leaving your firm?

--	--	--	--

032

new permanent positions resulting from growth?

--	--	--	--

030

temporary or seasonal positions?

--	--	--	--

033

4. Of the employees you currently have in this occupation, how many are: MALE? \_\_\_\_\_ 060 FEMALE? \_\_\_\_\_ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3

REMAIN STABLE ☐ 480 2

GROW ☐ 480 1

Why? \_\_\_\_\_ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3

REMAIN STABLE ☐ 740 2

GROW ☐ 740 1

Why? \_\_\_\_\_ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4

SOMETIMES ☐ 390 3

USUALLY ☐ 390 2

ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

\_\_\_\_\_  
(Job Title) 414

\_\_\_\_\_  
(Months of Experience) 416

\_\_\_\_\_  
(Job title) 415

\_\_\_\_\_  
(Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

\_\_\_\_\_  
(Training or Certification Needed) 153 \_\_\_\_\_ 156  
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL	<input type="checkbox"/>	140	ASSOCIATE (2 YEAR) DEGREE	<input type="checkbox"/>	142
HIGH SCHOOL OR EQUIVALENT	<input type="checkbox"/>	141	BACHELOR (4 YEAR) DEGREE	<input type="checkbox"/>	144
SOME COLLEGE, BUT NO DEGREE	<input type="checkbox"/>	157	GRADUATE STUDY	<input type="checkbox"/>	158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): \_\_\_\_\_ 054 \_\_\_\_\_ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:

OBSOLETE SKILLS:

_____ 460	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY				TIPS OR COMMISSIONS			
New Hires With No Experience (Trained or Untrained):	\$		550		\$		553	
New Hires Who Are Experienced:	\$		551		\$		554	
Experienced Employees After Three Years With Your Firm:	\$		552		\$		555	
Per: (Please Check One)								
	HOUR	<input type="checkbox"/> 556 H	WEEK	<input type="checkbox"/> 556 W	HOUR	<input type="checkbox"/> 557 H	WEEK	<input type="checkbox"/> 557 W
	MONTH	<input type="checkbox"/> 556 M	YEAR	<input type="checkbox"/> 556 A	MONTH	<input type="checkbox"/> 557 M	YEAR	<input type="checkbox"/> 557 A
Other(Please specify)			<input type="checkbox"/> 556 O		Other		<input type="checkbox"/> 557 O	

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

YES ☐ 589 1 NO ☐ 589 2

If yes, please specify: (Please Check All That Apply)

FULL-TIME		PART-TIME		FULL-TIME		PART-TIME	
MEDICAL INSURANCE	<input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE	<input type="checkbox"/> 571	<input type="checkbox"/> 581		
DENTAL INSURANCE	<input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION	<input type="checkbox"/> 570	<input type="checkbox"/> 580		
VISION INSURANCE	<input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN	<input type="checkbox"/> 572	<input type="checkbox"/> 582		
LIFE INSURANCE	<input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE	<input type="checkbox"/> 577	<input type="checkbox"/> 587		
Other (Please Specify):	_____ 578				_____ 588		

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: \_\_\_\_\_ 510

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS	<input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS	<input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS	<input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS	<input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES	<input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT.	<input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS	<input type="checkbox"/> 379	UNION HALL REFERRALS	<input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER	<input type="checkbox"/> 370	Other(Please specify): _____	<input type="checkbox"/> 380

**THANK YOU FOR YOUR COOPERATION !**

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2

## Occupational References

### Accountants and Auditors (OES 211140)

**California Occupational Guides:** See Accountants and Auditors

**Occupational Outlook Handbook:** See Accountants and Auditors

**Dictionary of Occupational Titles:**

Accountant, Tax .....	160.162-010
Accountant .....	160.162-018
Accountant, Budget .....	160.162-022
Accountant, Cost .....	160.162-026
Auditor, Data Processing .....	160.162-030
Accountant, Property .....	160.167-022
Accountant, Systems .....	160.167-026
Auditor, County Or City .....	160.167-030
Auditor, Internal .....	160.167-034
Auditor, Tax .....	160.167-038
Bursar .....	160.167-042
Auditor .....	160.167-054
Director, Utility Accounts .....	160.267-014

### Automotive Mechanics (OES 853020)

**California Occupational Guides:** See Automobile Mechanics

**Occupational Outlook Handbook:** See Automotive Mechanics

**Dictionary of Occupational Titles:**

Automobile Mechanic .....	620.261-010
Automobile Mechanic Apprentice .....	620.261-012
Automobile-Service-Station Mechanic .....	620.261-030
Automotive-Cooling-System Diagnostic Tech. ....	620.261-034
Air-Conditioning Mechanic .....	620.281-010
Brake Repairer .....	620.281-026
Carburetor Mechanic .....	620.281-034
Front-End Mechanic .....	620.281-038
Maintenance Mechanic .....	620.281-046
Transmission Mechanic .....	620.281-062
Tune-Up Mechanic .....	620.281-066
Vehicle Fuel-Systems Converter .....	620.281-070
Automobile-Radiator Mechanic .....	620.381-010
Repairer, Heavy .....	620.381-022
Brake Adjuster .....	620.684-018
Clutch Rebuilder .....	620.684-022
Fuel-Injector Servicer .....	625.281-022
Wheelwright .....	706.381-046
New Car Get-Ready Mechanic .....	806.361-026
Automobile-Accessories Installer .....	806.684-038
Muffler Installer .....	807.664-010
Floor Service worker, Spring .....	807.684-022
Automatic-Window-Seat-and-Top-Lift Repairer .....	825.381-014

## Bill and Account Collectors (OES 535080)

**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Adjusters, Investigators and Collectors**Dictionary of Occupational Titles:**

Collection Clerk .....	241.357-010
Collector .....	241.367-010
Repossessor .....	241.367-022

## Counter and Rental Clerks (OES 490170)

**California Occupational Guides:** See Counter and Rental Clerks**Occupational Outlook Handbook:** See Counter and Rental Clerks**Dictionary of Occupational Titles:**

Laundry Pricing Clerk .....	216.482-030
Counter Clerk .....	249.362-010
Counter Clerk .....	249.366-010
Apparel-Rental Clerk .....	295.357-010
Tool-and-Equipment-Rental Clerk .....	295.357-014
Furniture-Rental Consultant .....	295.357-018
Airplane-Charter Clerk .....	295.367-010
Baby-Stroller and Wheelchair Rental Clerk .....	295.367-014
Storage-Facility Rental Clerk .....	295.367-026
Bicycle-Rental Clerk .....	295.467-010
Boat-Rental Clerk .....	295.467-014
Hospital-Television-Rental Clerk .....	295.467-018
Trailer-Rental Clerk .....	295.467-022
Automobile Rental Clerk .....	295.467-026
Watch-and-Clock-Repair Clerk .....	299.367-018
Fur-Storage Clerk .....	369.367-010
Rug Measurer .....	369.367-014
Manager, Branch Store .....	369.467-010
Service-Establishment Attendant .....	369.477-014
Self-Service-Laundry-and-Dry-Cleaning Attendant .....	369.677-010

## Dispatchers, Non-Emergency (OES 580050)

**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Dispatchers**Dictionary of Occupational Titles:**

Car Clerk, Pullman .....	215.167-010
Taxicab Coordinator .....	215.367-018
Dispatcher, Relay .....	221.362-014
Service Clerk .....	221.367-070
Work-Order-Sorting Clerk .....	221.367-082
Dispatcher .....	239.167-014
Dispatcher, Maintenance Service .....	239.367-014
Receiver-Dispatcher .....	239.367-022
Dispatcher, Street Department .....	239.367-030
Dispatcher, Ship Pilot .....	248.367-026
Dispatcher, Motor Vehicle .....	249.167-014

## Dispatchers, Non-Emergency--continued

Routing Clerk .....	249.367-070
Train Dispatcher, Assistant Chief .....	910.167-014
Engine Dispatcher .....	910.367-018
Dispatcher, Tugboat .....	911.167-010
Bus Dispatcher, Interstate .....	913.167-010
Taxicab Starter .....	913.367-010
Dispatcher, Oil .....	914.167-014
Dispatcher, Traffic Or System .....	919.162-010
Dispatcher .....	932.167-010
Dispatcher, Oil Well Services .....	939.362-010
Dispatcher, Service Or Work .....	952.167-010
Gas Dispatcher .....	953.167-010
Water-Service Dispatcher .....	954.367-010
Dispatcher, Radioactive-Waste-Disposal .....	955.167-010
Dispatcher, Service .....	959.167-010

## First Line Supervisors/Managers, Sales (OES 410020)

**California Occupational Guides:** See Retail Store Managers**Occupational Outlook Handbook:** See Retail Managers**Dictionary of Occupational Titles:**

Buyer, Grain .....	162.167-010
Wholesaler .....	185.157-018
Commissary Manager .....	185.167-010
Manager, Automobile Service Station .....	185.167-014
Manager, Distribution Warehouse .....	185.167-018
Manager, Food Concession .....	185.167-022
Manager, Machinery-Or-Equip., Rental and Leasing .....	185.167-026
Manager, Meat Sales and Storage .....	185.167-030
Manager, Parts .....	185.167-038
Manager, Retail Store .....	185.167-046
Manager, Textile Conversion .....	185.167-050
Manager, Tobacco Warehouse .....	185.167-054
Wholesaler I .....	185.167-070
Manager, Insurance Office .....	186.167-034
Manager, Employment Agency .....	187.167-098
Manager, Sales .....	187.167-138
Supervisor, Advertising-Material Distributors .....	230.137-010
Manager, Department .....	299.137-010
Sales Supervisor, Malt Liquors .....	299.137-014
Supervisor, Ice Storage, Sale, and Delivery .....	299.137-022
Supervisor, Marina Sales and Service .....	299.137-026



## Food Service (Restaurant) Managers (OES 150261)

**California Occupational Guides:** See Food Service Managers**Occupational Outlook Handbook:** See Restaurant and Food Service Managers; See also Hotel Managers and Assistants**Dictionary of Occupational Titles:**

Manager, Fast Food Services .....	185.137-010
Manager, Hotel Or Motel .....	187.117-038
Manager, Front Office .....	187.137-018
Executive Chef .....	187.161-010
Director, Food Services .....	187.167-026
Executive Housekeeper .....	187.167-046
Manager, Agricultural-Labor Camp .....	187.167-050
Manager, Camp .....	187.167-066
Manager, Convention .....	187.167-078
Manager, Food Service .....	187.167-106
Manager, Hotel Recreational Facilities .....	187.167-122
Manager, Liquor Establishment .....	187.167-126
Dietary Manager .....	187.167-206
Director, Food and Beverage .....	187.167-210
Manager, Boarding House .....	320.137-010
Manager, Lodging Facilities .....	320.137-014

## General Office Clerks (OES 553470)

**California Occupational Guides:** See File Clerks**Occupational Outlook Handbook:** See General Office Clerks; See also File Clerks**Dictionary of Occupational Titles:**

Congressional-District Aide .....	209.362-030
Clerk, General .....	209.562-010
Administrative Clerk .....	219.362-010
Clerk, Telegraph Service .....	219.362-022
Contract Clerk, Automobile .....	219.362-026
Police Aide .....	243.362-014
Unit Clerk .....	245.362-014
Animal-Hospital Clerk .....	245.367-010
Blood-Donor-Unit Assistant .....	245.367-014
Calendar-Control Clerk, Blood Bank .....	245.367-018
Animal-Shelter Clerk .....	249.367-010
Career-Guidance Technician .....	249.367-014
Police Clerk .....	375.362-010
Dispatcher, Concrete Products .....	579.137-030

## Hand Packers and Packagers (OES 989020)

**California Occupational Guides:** Not Available**Occupational Outlook Handbook:** See Handlers, Equipment Cleaners, Helpers, and Laborers**Dictionary of Occupational Titles:** 65 related DOT Titles

**Industrial Truck and Tractor (Forklift) Operators (OES 979470)****California Occupational Guides:** See Forklift Operators**Occupational Outlook Handbook:** See Material Moving Equipment Operators**Dictionary of Occupational Titles:**

Hot-Car Operator .....	519.663-014
Larry Operator .....	519.683-014
Transfer-Car Operator, Drier .....	921.583-010
Front-End Loader Operator .....	921.683-042
Industrial-Truck Operator .....	921.683-050
Straddle-Truck Operator .....	921.683-070
Transfer-Car Operator .....	921.683-078
Yard Worker .....	929.583-010
Tractor Operator .....	929.683-014

**Packaging and Filling Machine Operators (OES 929740)****California Occupational Guides:** Not Available**Occupational Outlook Handbook:** Packaging and Filling Machine Operators and Tenders**Dictionary of Occupational Titles:**

Scrap Baller .....	509.685-046
Molder, Meat .....	520.685-174
Stuffer .....	520.685-210
Casing-Running-Machine Tender .....	525.685-014
Fruit-Grader Operator .....	529.665-010
Yeast-Cutting-and-Wrapping-Machine Operator .....	529.665-022
Auto Roller .....	529.685-010
Bunch Maker, Machine .....	529.685-038
Ham-Rolling-Machine Operator .....	529.685-138
Linking-Machine Operator .....	529.685-162
Plug-Overwrap-Machine Tender .....	529.685-186
Preservative Filler, Machine .....	529.685-190
Wrapper Layer .....	529.685-266
Wrapper-Layer-and-Examiner, Soft Work .....	529.685-270
Can-Filling-and-Closing-Machine Tender .....	529.685-282
Cigar-Wrapper Tender, Automatic .....	529.685-286
Masking-Machine Operator .....	554.682-014
Foam Dispenser .....	554.684-014
Cylinder Filler .....	559.565-010
Capsule-Filling-Machine Operator .....	559.682-010
Ampoule Filler .....	559.685-018
Packer, Insulation .....	579.685-038
Punchboard-Filling-Machine Operator .....	649.685-094
Tape-Fastener-Machine Operator .....	649.685-122
Baler .....	690.685-022
Gelatin-Dynamite-Packing Operator .....	692.662-014
Strapping-Machine Operator .....	692.682-058
Level-Glass-Vial Filler .....	692.685-114
Seal-Extrusion Operator .....	692.685-154
Tracer-Bullet-Charging-Machine Operator .....	694.382-014
Loading-Machine Operator .....	694.685-026

## Packaging and Filling Machine Operators--continued

Loading-Unit Operator .....	694.685-030
Rim-Fire-Priming Operator .....	694.685-050
Filling-Machine Operator .....	699.685-038
Stuffer .....	731.685-014
Base-Filler Operator .....	732.685-010
Stuffing-Machine Operator .....	732.685-034
Stuffing-Machine Operator .....	780.685-014
Barrel Filler II .....	914.485-010
Icicle-Machine Operator .....	920.482-010
Carton-Packaging-Machine Operator .....	920.665-010
Rack-Room Worker .....	920.665-014
Baling-Machine Tender .....	920.685-010
Bander-and-Cellophaner, Machine .....	920.685-014
Bb Shot Packer .....	920.685-018
Bottle Packer .....	920.685-026
Candle Wrapping-Machine Operator .....	920.685-030
Carder .....	920.685-034
Case Packer and Sealer .....	920.685-038
Case-Loader Operator .....	920.685-042
Cigar Brander .....	920.685-046
Cigarette-Packing-Machine Operator .....	920.685-050
Cotton-Roll Packer .....	920.685-054
Feed Weigher .....	920.685-058
Hydraulic-Press Operator .....	920.685-062
Labeling-Machine Operator .....	920.685-066
Package Sealer, Machine .....	920.685-074
Packager, Machine .....	920.685-078
Packer Operator, Automatic .....	920.685-082
Packing-Machine-Pilot Can Router .....	920.685-086
Roll Finisher .....	920.685-090
Snuff-Packing-Machine Operator .....	920.685-094
Tobacco-Packing-Machine Operator .....	920.685-098
Cubing-Machine Tender .....	920.685-106
Bundle Tier and Labeler .....	920.685-110
Cotton Baler .....	920.685-114
Tying-Machine Operator .....	929.685-014
Tying-Machine Operator, Lumber .....	929.685-018

## Personnel Clerks (OES 553140)

**California Occupational Guides:** See Bookkeeping, Accounting, and Auditing Clerks; See also Clerks, General Office

**Occupational Outlook Handbook:** See Personnel Clerks

**Dictionary of Occupational Titles:**

Civil-Service Clerk .....	205.362-010
Employment Clerk .....	205.362-014
Identification Clerk .....	205.362-022
Supervisor, Contingents .....	205.367-050

## Personnel Clerks--continued

Referral Clerk, Temporary Help Agency .....	205.367-062
Benefits Clerk II .....	205.567-010
Personnel Clerk .....	209.362-026
Agent-Contract Clerk .....	241.267-010
Assignment Clerk .....	249.367-090

## Purchasing Agents (OES 213080)

**California Occupational Guides:** See Buyers**Occupational Outlook Handbook:** See Purchasers and Buyers**Dictionary of Occupational Titles:**

Contract Specialist .....	162.117-018
Outside Property Agent .....	162.157-030
Procurement Engineer .....	162.157-034
Purchasing Agent .....	162.157-038
Purchase-Price Analyst .....	162.167-030
Manager, Contracts .....	163.117-010
Tooling Coordinator, Production Engineering .....	169.167-054

## Receptionists and Information Clerks (OES 553050)

**California Occupational Guides:** See Receptionists and Information Clerks**Occupational Outlook Handbook:** See Receptionists**Dictionary of Occupational Titles:**

Credit Reporting Clerk .....	203.362-014
Registrar .....	205.367-038
Information Clerk, Automobile Club .....	237.267-010
Appointment Clerk .....	237.367-010
Information Clerk .....	237.367-018
Information Clerk .....	237.367-022
Land-Leasing Examiner .....	237.367-026
Receptionist .....	237.367-038
Referral-and-Information Aide .....	237.367-042
Telephone Quotation Clerk .....	237.367-046
Tourist-Information Assistant .....	237.367-050
Space Scheduler .....	238.367-022
Scheduler .....	238.367-034
Policyholder-Information Clerk .....	249.262-010
Park Aide .....	249.367-082

## Teachers, Elementary School (OES 313050)

**California Occupational Guides:** See Elementary School Teachers**Occupational Outlook Handbook:** See School Teachers-Kindergarten, Elementary, and Secondary**Dictionary of Occupational Titles:**

Teacher, Elementary School .....	092.227-010
Instructor, Physical Education .....	099.224-010

## Travel Agents (OES 430210)

**California Occupational Guides:** See Travel Agents**Occupational Outlook Handbook:** See Travel Agents**Dictionary of Occupational Titles:**

Travel Agent ..... 252.152-010

## Typists and Word Processors (OES 553070)

**California Occupational Guides:** See Typists and Word Processing Technicians**Occupational Outlook Handbook:** See Typists, Word Processors, and Data Entry Keyers**Dictionary of Occupational Titles:**

Clerk-Typist ..... 203.362-010

Word Processing Machine Operator ..... 203.382-030

Typist ..... 203.582-066

Note Reader ..... 203.582-078

Continuity Clerk ..... 209.382-010

## Welders (OES 939140)

**California Occupational Guides:** See Welders and Cutters**Occupational Outlook Handbook:** See Welders, Cutters, and Welding Machine Operators**Dictionary of Occupational Titles:**

Heat Welder, Plastics ..... 553.684-010

Liner Assembler ..... 613.667-010

Torch-Straightener-and Heater ..... 709.684-086

Lead Burner ..... 727.684-022

Welder Apprentice, Arc ..... 810.384-010

Welder, Arc ..... 810.384-014

Welder, Gun ..... 810.664-010

Welder, Tack ..... 810.684-010

Welder Apprentice, Gas ..... 811.684-010

Welder, Gas ..... 811.684-014

Brazer, Assembler ..... 813.684-010

Arc Cutter ..... 816.364-010

Thermal Cutter, Hand ..... 816.464-010

Thermal Cutter, Hand ..... 816.684-010

Lead Burner ..... 819.281-010

Lead-Burner Apprentice ..... 819.281-014

Welder, Experimental ..... 819.281-022

Welder-Fitter ..... 819.361-010

Welder-Fitter Apprentice ..... 819.361-014

Welder-Assembler ..... 819.381-010

Welder, Combination ..... 819.384-010

Welder Apprentice, Combination ..... 819.384-014

Welder, Production Line ..... 819.684-010